U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Charleston Housing

Annual Plan for Fiscal Year 2004

PHA Fiscal Year 04/01/2004 through 03/31/2005

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

HUD 50075
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PHA Plan
Agency Identification

PHA Name: Charleston Housing

PHA Number: WV001

PHA Fiscal Year Beginning: 04/2004

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main Operations office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main Operations office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main Operations office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

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Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

(NOTE: Qualify as High Performer, but submitting Standard Plan.)

☒ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Charleston Housing has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following vision and guiding principles to guide us through the next five years:

Charleston Housing Vision

Charleston Housing, by adhering to our guiding principles, will try to be a successful leader in providing and supporting quality affordable housing desired by individuals and families in our market area.

Charleston Housing Guiding Principles

We will endeavor to….

1. Deliver a mix of housing products that are desirable, dependable, decent, and safe.

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2. Work as a team with highly skilled and engaged staff that are caring, responsive, and practice integrity by doing what they say they will do.
3. Take seriously our role in filling gaps in housing for those less fortunate due to low income or other circumstances.
4. Foster quality of family life by helping to meet social needs through appropriate avenues.
5. Champion assisted housing for those with various forms of housing needs and foster mobility for self-sufficient living circumstances.
6. Strive for low-density housing that blends with existing neighbors and communities rather than stand-alone, isolated, high-density projects.
7. Be fiscally sound in all we do and operate efficiently with an empowered continuously-trying-to-improve organizational culture.
8. Become desired housing by putting the customer first through excellent customer service that fully and fairly meets the needs of residents.
9. Encourage residents to become economically independent and socially responsible to the community.
10. Build entrepreneurial spirit and cultivate innovation in our business plans and in all our work.

In pursuing the guiding principles we will be working towards accomplishing our vision. The plans, goals and objectives, statements, budget summary, policies, etc. set forth in our plan are all geared towards this mission and, when taken as a whole, outline a comprehensive approach with our Guiding Principles that are consistent with the Consolidated Plan. Here are some highlights of our plan:

- Develop a Section 8 Homeownership Program and try to formulate a Public Housing Homeownership Program.
- Continue to review and implement comprehensive and concerted efforts in improving security, providing prevention programs, and working closely with law enforcement to improve the living environments of our communities.
- Continue to promote, foster, and monitor a plan to achieve a self-sustaining financial condition for the agency.
- Work closely with supportive and job development organizations to encourage and support employment for residents/participants.

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In summary our plan is to continue to improve the condition of affordable housing and to help to provide opportunities for better living for lower income residents in the Charleston metropolitan area.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☒ Attachment A - Admissions Policy for Deconcentration (ACOP)

☒ Attachment B - CGP 5 Year Plan/FY 2004 CGP Annual Statement and Performance and Evaluation Report for Program Year ending 09/30/03

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart - Attachment C

☒ Capital Fund Program and Replacement Housing Plan - Attachment B

☒ Attachment D – Deconcentration Tables

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment E

☒ Other Attachments (List below, providing each attachment name)

Attachment F - Section 8 Homeownership Capacity Statement
Attachment G - Resident Survey Action Plan
Attachment H - Community Services Requirement Plan
Attachment I - Progress on 5 Year Plan
Attachment J - Resident Advisory Subcommittee
Attachment K – Pet Policy
Attachment L – Police Officer units
Attachment M – RAB Officers, RCs, and RMC
Attachment N – Follow Up Plan to REAC Resident Survey

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,503	5	3	5	3	3	5
Income >30% but <=50% of AMI	1,473	5	3	4	3	3	4
Income >50% but <80% of AMI	1,218	4	4	3	3	3	3
Elderly	1,227	3	2	2	3	5	2
Families with Disabilities	unknown	4	4	3	3	3	1
Race/Ethnicity	unknown	NA	NA	NA	NA	NA	NA
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 through 2004

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☒ Other sources: (list and indicate year of information)
Charleston Housing Waiting Lists

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s**. Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

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Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,026		
Extremely low income <=30% AMI	1,718	85%	
Very low income (>30% but <=50% AMI)	266	13%	
Low income (>50% but <80% AMI)	42	2%	
Families with children	1,300	64%	
Elderly families	57	3%	
Families with Disabilities	251	12%	
Race/ethnicity African American	508	25%	
Race/ethnicity Hispanic		Less than 1%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? ☒ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	528		
Extremely low income <=30% AMI	370	70%	
Very low income (>30% but <=50% AMI)	132	25%	
Low income (>50% but <80% AMI)	26	5%	
Families with children	275	52%	
Elderly families	83	15%	
Families with Disabilities	211	40%	
White	253	48%	
African American	275	52%	
Race/ethnicity			
Race/ethnicity			
Characteristics by			

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Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR (and EFF.)	322	61%	
2 BR	125	24%	
3 BR	64	12%	
4 BR	15	2%	
5 BR	2	1%	
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Deliver a mix of housing products which are desirable, dependable, decent, and safe to fill the community need of quality affordable housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☒ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

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☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

☒ Apply for additional section 8 units should they become available
☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☒ Other: (list below)
Continue to promote rent policies to support and encourage training and education.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☒ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☒ Other: (list below)
Continue to promote rent policies to support and encourage training and education.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☐ Affirmatively market to local non-profit agencies that assist families with disabilities
☒ Other: (list below)
Continue to work with the Appalachian Center for Independent Living.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

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Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other: (list below)

  Physical constraints for adequate staffing and program delivery.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal pblic housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	3,887,598	
b) Public Housing Capital Fund	1,793,463	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,755,811	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	Not funded in FY 2004	

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
g) Resident Opportunity and Self-Sufficiency Grants (SCPH)	55,743	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below) Neighborhood Networks	250,000	Computer Access
Replacement Housing	535,811	New housing
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	1,970,095	Operations/Tenant Services
4. Other income (list below)		
Excess utilities/ miscellaneous	300	Operations/Tenant Services
4. Non-federal sources (list below)		
Interest on Investments	100,596	Operations/Tenant Services
Total resources	16,349,417	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

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(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe) Once application is filed, the process of verification relative to eligibility for admission begins. Applicants are generally offered housing unit(s) within a short time from verifications being completed provided such verifications are acceptable.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

☒ Other (describe) Credit Bureau reports.
Inquiry of amounts owed to PHA.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒ Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☒ PHA main administrative office

☒ PHA development site management office

☒ Other (list below) Family Enrichment Center.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☐ One
☐ Two
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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☐ Emergencies
☐ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☒ Involuntary Displacement (Natural Disaster)

☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

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1 Date and Time

Former Federal preferences:
1 Involuntary Displacement (Natural Disaster)

Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)
2☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
2☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
☒ At an annual reexamination and lease renewal
☒ Any time family composition changes

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☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to next question.

b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Development Name	Number of Units	Explanation or Justification	Deconcentration Policy/Incentives

Attachment D is provided which reflects six (6) family developments subject to the Deconcentration Policy as per HUD Notice PIH 2001-4 (HA) dated January 19, 2001. As permitted by Notice PIH 2001-4, a bedroom adjustment factor was utilized to provide for a unit-weighted average of the unit distribution at each development and for the total average. Notice PIH 2001-4 also prescribes an Established Income Range of 85% to 115% for each development when compared to the project-wide average.

30% of Area Median Income is $15,550 (which is the Extremely Low Income limit). Based upon Federal Register dated 08/06/02 "Public Housing Agency Plans: Deconcentration – Amendments to Established Income Range Definition; Final Rule", HUD agrees that in all practicality deconcentration would not be fostered through efforts to place lower income families in developments categorized as higher income in which the average family income is in fact at the extremely low-income level. Therefore, since the average income for all family developments is less than the Extremely Low Income Limit, the deconcentration requirement does not seem to apply.

NOTE: See Attachment D for a complete calculation of the percentages.

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B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

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Name and address of previous landlord if requested.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office
☒ Other (list below)

Family Enrichment Center.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: PHA now issues voucher for 120 days which includes the standard 60-day period and the two 30-day extensions.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☐ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☒ Through published notices
☒ Other (list below)
Advocacy groups.

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4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☒ $0
☐ $1-$25
☐ $26-$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below**:**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

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3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
Within 10 days of occurrence.

g. ☒ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)
Contracted with third party to prepare Flat Rent Study based on HUD guidelines.

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B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below100% of FMR
☒ 100% of FMR **(for 3 BRs and above)**
☒ Above 100% but at or below 110% of FMR **(105% for Eff., 1 BR, & 2 BR)**
☒ Above 110% of FMR (if HUD approved; describe circumstances below)
(NOTE: FMRs at 110% for the Sec. 8 Homeownership Program.)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area **(105% of FMRs for EFF., 1 BRs and 2 BRs)**
☐ Reflects market or submarket
☐ To increase housing options for families
☒ Other (list below)
FMRs at 110% for the Sec. 8 FSS Homeownership Program only.

d. How often are payment standards reevaluated for adequacy? (select one)

☐ Annually
☒ Other (list below)
Semi-annually

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families
☒ Rent burdens of assisted families

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☒ Other (list below)
PHA feels it necessary to increase the FMRs for EFF., 1BRs and 2BRs to help offset utility increases and better reflect market conditions.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☒ $0
☐ $1-$25
☐ $26-$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)
☒ An organization chart showing the PHA's management structure and organization is attached. (See Attachment C)
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,337	400
Section 8 Vouchers	1,612	230
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	73	20
Special Purpose Section 8 Certificates/Vouchers	Mainstream 100 Family Reunification 50	20 15

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(list individually)		
FSS Homeownership And Credit Counseling	20	10
Other Federal Programs(list individually)	ROSS/SCPH 500	40

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)
Admissions and Occupancy Policy (includes pest infestation measures), Residents Handbooks, Resident Calendars.

(2) Section 8 Management: (list below)
Administrative Plan, Participant Handbook, Calendars.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office

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☐ PHA development management offices
☒ Other (list below)
Operations Office

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☐ PHA main administrative office
☒ Other (list below)
Operations Office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-or-

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☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
Based on the criteria in NOFA, Charleston Housing may decide to pursue an HOPE VI grant for Washington Manor, Orchard Manor, or Littlepage Terrace.

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
Possibly for Washington Manor, Orchard Manor, Littlepage Terrace.

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
NOTE: Will use replacement housing funding – please refer to Replacement Housing Plan dated 04/24/03 as an attachment (Attachment B). Also, explore bond finance program for demolition/renovation at Washington Manor and/or Orchard Manor.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Acquisition (5) units 1b. Development (project) number: WV001001020
2. Activity type: Demolition Disposition ☒
3. Application status (select one) Approved ☒ by regulation Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (01/16/03)
5. Number of units affected: 5 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/04 b. Projected end date of activity: 12/04 Note: Disposition to non-profit (including Resident Non-Profits) for public housing homeownership opportunity program (i.e., rehab. and sell).

Demolition/Disposition Activity Description
1a. Development name: Orchard Manor 1b. Development (project) number: WV001001003
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (04/01/04)
5. Number of units affected: no units affected; only excess property of about 50 acres to a spin-off non-profit of the PHA for the purpose of developing a 40-unit project consisting of 2-BR and 3-BR units. 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/04 b. Projected end date of activity: 04/07

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Demolition/Disposition Activity Description
1a. Development name: Jarrett Terrace 1b. Development (project) number: WV001001005
2. Activity type: Demolition Disposition ☒
3. Application status (select one) Approved ☐ by regulation Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (04/01/04)
5. Number of units affected: no units affected; about 2 acres excess land to a non-profit for the purpose of developing approx. 10 units of homeownership units. 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/04 b. Projected end date of activity: 04/07 Note: Disposition to non-profit (including Resident Non-Profits) for public housing homeownership opportunity program (i.e., new construction).

Demolition/Disposition Activity Description
1a. Development name: Orchard Manor 1b. Development (project) number: WV001001003
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (04/01/04)
5. Number of units affected: Rehab. planned for existing units; however, if condition of building(s)/unit(s) is not worth rehab., then demolition would be considered and replacement with new construction. 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/04 b. Projected end date of activity: 04/07

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Demolition/Disposition Activity Description
1a. Development name: South Park Apartments 1b. Development (project) number: WV001001008
2. Activity type: Demolition X Disposition ☐
3. Application status (select one) Approved ☐ by regulation Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (04/01/04)
5. Number of units affected: possibly one building containing 4 units (2 – 3BRs & 2 – 4BRs) 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/04 b. Projected end date of activity: 04/06 Note: The City is to replace a large culvert on the east side of South Park Rd. which in the process may have an adverse impact on the structural integrity of one building thus requiring possible demolition of such building.

Demolition/Disposition Activity Description
1a. Development name: Oakhurst Village 1b. Development (project) number: WV001001007
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (12/01/03)
5. Number of units affected: No buildings or units affected. New church is being built on adjacent property; church wishes easement across the entrance area of PHA property for ingress and egress to church. No apparent detriment to PHA property. 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 b. Projected end date of activity: 08/04

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Demolition/Disposition Activity Description
1a. Development name: Washington Manor 1b. Development (project) number: WV001001001
2. Activity type: Demolition ☒ (partial only) Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (06/01/04)
5. Number of units affected: Bond-financed program to demolish three center bldgs. and possibly one other bldg. (approx. up to 140 units); improve access and parking; rehab. r remaining existing units for form and function; reduce density; improve marketability. 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/04 b. Projected end date of activity: 10/07

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

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Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Jarrett Terrace 1b. Development (project) number: WV00100105
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☒ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (08/19/03)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan? (Originally Approved 1/10/97)
6. Number of units affected: 101 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Lippert Terrace 1b. Development (project) number: WV001001023
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☒ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (08/19/03)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan? (Originally Approved 1/10/97)
7. Number of units affected: 112 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

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10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway

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5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

a. How many of the PHA's developments are subject to the Required Initial Assessments? **Eight (8) developments.**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **Two (2) developments. Jarrett Terrace and Lippert Terrace are designed for occupancy by the elderly**.

c. How many Assessments were conducted for the PHA's covered developments? **Eight (8); an initial assessment in FY 2003 for each covered development.**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	**N/A**

B. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

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11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.) **NOTE: Charleston Housing may elect to implement a homeownership program at Littlepage Terr., Orchard Manor, Washington Manor, or Jarrett Terr. if HOPE VI is awarded or if other sources become available.**

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: WV001001020
2. Federal Program authority: Chas. Hsg. wants to dispose (in lieu of demolish) 5 scattered sites to a non-profit entity to rehab. and market to low-to-moderate income families (preferably public housing residents) for homeownership. ☐ HOPE I ☒ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4.Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) 01/16/2003

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5. Number of units affected: 5 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: Proposed Section 8 homeownership program based on participation in the FSS program.

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:
Based on participation in the FSS program.

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12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 01/01/2001

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies
☒ Public housing admissions policies
☒ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

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☒ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation
☒ Other policies (list below)
If public housing pilot homeownership program is developed and approved by HUD, Section 8 Preferences for certain PH families meeting approved criteria.

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Kanawha Valley Senior Services	400	Based on need	KVSS Staff	Public Housing
Prestera	100	Based on need	On site	Public Housing/Section 8
Neighborhood Network Computer Connection Centers	200	Desire to participate	On site	Public Housing
Interfaith Councils	50	Based on church capacity	Church or site	Public Housing/ Section 8
Summer Nutrition Program	175		On site	Public Housng
Family Reunification	50	Specified criteria	CH Housing office	Section 8
After School programs	75	Desire to participate	Developments/ Chandler Elementary	Public Housing
ROSS Grant/SCPH Program	500	Based on need	Onsite	Public Housing
Section 3 Training	25	Desire to participate	Onsite	Public Housing

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(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants
Public Housing	0	0
Section 8	77 (originally 99, but reduced due to successful completions)	67 As of 08/31/03

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

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13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☒ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti
☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☒ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

2. Which developments are most affected? (list below)
Washington Manor, Littlepage Terrace, Southpark Village, Orchard Manor

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

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☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☒ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

2. Which developments are most affected? (list below)
Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)
2. Which developments are most affected? (list below)
Orchard Manor, Washington Manor, Littlepage Terrace, Oakhurst Village, Hillcrest Village, Southpark Village

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

"NOT APPLICABLE"

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment D. (Attachment Filename: wv001d03)

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14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment K for Pet Policy, Pet Application, and Lease Addendum/Pet Agreement.

- **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
   (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
   If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management

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☐ Development-based accounting
☒ Comprehensive stock assessment
☒ Other: (list below) **Contract with independent 3rd party for "Asset Management" study.**

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment E
☐ Provided below

3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments. Changes listed below: (from current and previous comments)

- Submit to HUD that Jarrett Terrace and Lippert Terrace continue to be designated as "elderly only" housing.
- Continue to deal with security issues and make improvements.
- Establish computer centers at all sites.
- Continue programs such as After-School at family developments and SCPH at highrises.
- Past changes relative to comments from residents included emergency preference for public housing, reviewing Sec. 8 payment standards on an semi-annual basis, and finalizing a pet policy.

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

Former Mayor Goldman of the City of Charleston appointed Vernadine Crothers, resident of Orchard Manor, to the Board of Commissioners effective April, 2000.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☒ Other: (describe) **Appointed by Mayor as per his authority.**

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☒ Other (list) **Process was by appointment by Mayor in lieu of voting.**

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Charleston, WV.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

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☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan supports the PHA Plan by referencing Charleston Housing, by supporting affordable housing issues, and by supporting elderly initiatives.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Definition of Substantial Deviation or Significant Amendment or Modification of Agency Plan:

"Substantial Deviation(s)" from the 5-year Action Plan shall be explained in the Annual Plan for the period in which they occur and shall include:

- any change to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund budget;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

"Significant Amendment or Modification" of the Annual Plan means:

- any change to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund budget;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Attachments

Use this section to provide any additional attachments referenced in the Plan

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STATEMENT OF POLICIES GOVERNING
ADMISSION TO AND CONTINUED OCCUPANCY
CHARLESTON HOUSING, CHARLESTON, WV

AUTHORITY:

Eligibility for admission to and occupancy of Low-Income Public Housing operated by Charleston Housing hereinafter (the "Authority") is governed by requirements of the Department of Housing and Urban Development, as incorporated into local policies and procedures. This Admissions and Continued Occupancy Policy (hereinafter called "Policy") incorporates these requirements and is binding upon applicants, and upon residents and the Authority, alike, through inclusion of this Policy into the Dwelling Lease and by reference. Not-withstanding the above, changes in applicable Federal law or regulations shall supersede this Policy.

OBJECTIVES:

Realizing that the Authority cannot provide housing to every family who qualifies, the objectives of this Policy are to award housing to responsible individuals and to:

A. Promote the overall goal of safe, decent, and sanitary housing in good neighborhoods by:

1. Insuring a social and economic income mix of low-income residents within each public housing neighborhood in order to foster social stability and upward mobility.

2. Insuring the fiscal stability of the Authority.

3. Lawfully denying admission or continued occupancy to families whose presence in a public housing neighborhood is likely to adversely affect the health, safety or welfare of other residents or the physical environment of the neighborhood.

4. Selecting those families who not only qualify, but selecting those who will add to the quality of life in the neighborhood and will use Public Housing as transitional housing.

B. Facilitate the efficient management of the Authority and compliance with Federal Regulations by establishing policy for management procedures, record keeping, and auditing.

C. To protect against discrimination because of sex, age, race, creed, national origin, color, or handicap, familial status, or religion.

CONDITIONS GOVERNING ELIGIBILITY

SECTION I - ELIGIBILITY FOR ADMISSION

To assure that Public Housing shall be awarded to responsible individuals, and hardworking families and individuals, the Authority will admit as residents of its low-rent developments applicants who, at the time of admission, meet all of the following requirements:

A. Qualify as a family, elderly, or disabled as defined in this Policy.

B. Who are determined eligible to rent at market rates those apartments permitted to be rented at market rate as provided by law.

C. Whose gross family income, including income derived from assets, imputed or actual, do not exceed the applicable income limit for admission as permitted by law to designated apartments. When total assets are more than $5,000, imputed income is determined by multiplying the asset total by the current published HUD passbook rate.

D. Whose previous housing record as a resident, if any, was satisfactory; who would not be a detriment to the health, safety, or morals of his/her neighbors or the community life; who would not be a source of danger to the other residents; who refrain from criminal and illegal activities, including drug related criminal activity (manufacture, sale, use, distribution, or possession of any non prescription drugs), or use of firearms, bow and arrows, air rifles, knives, or theft, alcohol and substance abuse, sexual deviation and any behavior causing police visits, raids, arrests, and etc., who would not disrupt or become involved in disruptive behavior, and who would be contributors to the communities.

E. Whose family composition conforms to the occupancy standards which are appropriate to the vacant unit as set forth in this Policy.

SECTION II - RESIDENT SELECTION CRITERIA

A. Applicants will be evaluated to determine whether, based on past behaviors, such behaviors could reasonably be expected to result in noncompliance with the public housing lease. Charleston Housing will look at past conduct as an indicator of future conduct. The following criteria will be used in selecting families for all applicants occupancy beyond the basic conditions governing eligibility in order to preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the development environment.

1. Applicants must have a satisfactory record in meeting financial obligations, especially the payment of rent. Satisfactory landlord and credit checks are required. The demonstrated inability of an applicant to meet his or her financial responsibilities may render an applicant ineligible for admission to public housing. Because the goods and services provided by the Authority to its residents depend in part upon rent payments, an applicant, who will be constantly delinquent, will interfere with the occupancy and enjoyment of other residents. However, the Authority shall not disqualify applicants for occasional financial irresponsibility, and such irresponsibility must be so continuous as to reasonably justify an assessment that the applicant is unlikely to make rent payments. For applicants unable to provide a record in meeting financial obligations (i.e. divorced, newly married, always paid cash), a parent, ex-spouse, or relative may make application to guarantee performance. This option serves to assist the applicant who otherwise would make an acceptable resident. It also serves to protect the interests and financial stability at the Authority in leasing an apartment.

2. The applicant must have no record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences, or any other history, which may adversely affect the health, safety or welfare of other residents or the peaceable enjoyment of the neighborhood by other residents.

Each resident is required to maintain a standard of upkeep of his or her dwelling unit to assure other residents of the safe and sanitary occupancy and enjoyment of their apartments. The Authority may, therefore, consider an applicant's housekeeping history to determine if clearly unsatisfactory habits are likely to continue, including the creation of life threatening hazards through such habits as hoarding of rags and papers; causing severe damage to premises and equipment; or causing pest infestation, or foul odors. Depositing garbage improperly or serious neglect of the premises related to housing and health codes will also be considered. However, applicants shall not be rejected merely for inadequacies stemming from the quality of their living quarters, but rather from the quality of the applicant's housekeeping practices.

An applicant's record or history of disturbance of neighbors or destruction of property will also be evaluated on the basis of the circumstances and facts in each case.

3. The applicant must not have a history of involvement in criminal or illegal activity, i.e. possession, distribution, sale, use or manufacture of non-prescription drugs; use of firearms, bow and arrows, air riffles, knives; or substance/alcohol abuse, sexual deviation or any behavior causing police visits, raids, arrests, etc. These activities could adversely affect the health, safety or welfare of other residents. All applicants must sign written release to permit criminal checks requiring all individuals eighteen (18) years or older to be fingerprinted.

4. The applicant must be able to discharge all lease obligations.

5. If a prior resident of housing programs, the applicant must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move-out balance to any housing authority will not be considered for readmission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet their rent obligations.

6. The applicant must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc., will result in the family being declared ineligible. In the event the misrepresentation is discovered <u>after admission,</u> the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

7. The applicant must attend the Pre-Occupancy Orientation and receive Authority's lease and Resident Handbook.

B. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

1. Evidence of rehabilitation, such as completion of a program of counseling or services by available community agencies with resources that provide on- going appropriate supportive services.

2. Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.

3. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

4. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or live-in caretakers.

C. Grounds for Denial

Charleston is not required or obligated to assist applicants who:

1. Do not meet any one or more of the eligibility criteria;

2. Do not supply information or documentation required by the application process;

3. Have failed to respond to a written request for information or a request to declare their continued interest in the program;

4. Have a history of not meeting financial obligations, especially rent;

5. Do not have the ability to maintain (with assistance) their housing in a decent, and safe condition where such habits could adversely affect the health, safety, or welfare of other residents;

6. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety or well being of other residents or staff or cause damage to the property;

7. Have a history or disturbing neighbors or destruction of property;

8. Currently owes rent or other amounts to any housing authority in connection with Public Housing or Section 8 Rental Assistance Programs;

9. Have committed fraud, bribery or any other corruption in connection with any federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;

10. Were evicted from assisted housing within a minimum of three (3) years from the date of such eviction due to drug-related criminal activity involving the personal use or possession for personal use, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by Charleston Housing;

11. Have engaged in or threatened abusive or violent behavior toward any Charleston Housing staff or residents;

12. Have a household member who has ever been evicted from public housing;

13. Have a household member who has been terminated under a Section 8 Rental Assistance Program;

14. **Denied for Life**: If any family member has been convicted of manufacturing or producing methamphetamine; and

15. **Denied for Life**: if any family member has a lifetime registration under a State sex offender registration program.

1. Informal Review

1. Applicants denied for admission shall have the right to an informal review of the decision and reasons therefor except those applicants denied for life as defined in Section C. 14 and 15 above.

2. Applicants shall be provided with prompt notification of denial and such notice must contain a brief statement of the reason(s) for the denial decision and state that the applicant may request an informal review of the decision within ten (10) business days of the denial notice.

3. The decision review must be conducted by a staff or other person to be designated by the Executive Director having no involvement in the denial decision.

4. The applicant will be given an opportunity to submit oral or written objections and any other supporting information during the informal review process.

5. The applicant will receive written notice of the final decision within a maximum of thirty (30) days of the informal review, which shall include a brief statement of the reasons for the final decision.

E. Verification of Information

1. All information from each applicant must be verified. Any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. The same type of verifications are required to process any interim or regular reexamination for residents. This may include reports of interviews, letters or telephone conversations with reliable sources. As a minimum, these reports will include the name and title of the individual contacted, and a summary of the information received.

2. The applicant shall sign Disclosure of Information form, Federal Privacy Act Statement, and Applicant/Tenant Certification. When an applicant does not sign such required statements, application processing shall be discontinued and the applicant will be so informed.

3. Sources of information shall include, but are not limited to, the applicant (by means of interview of home visits), landlords, employers, family social workers, parole officers, court records, schools, drug treatment centers, clinics, physicians, or police departments, where warranted by the particular circumstances.

4. Statements from self-employed persons, and from persons whose earnings are irregular, such as salesman, etc., sworn to before a Notary, setting forth gross receipts, itemized expenses and net income (expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income).

5. Memoranda of verified data obtained by personal interview, home visit, telephone, or other means, with the source, date received, name and title of person receiving the information clearly indicated shall be prepared.

6. Certified birth certificates, marriage or divorce documents or other substantial proof to support claims for each household member.

7. Verification of social security numbers for all family members who are at least six (6) years of age or older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to housing.

8. Proof of disability or of physical impairment, if necessary to determine the applicant's eligibility as disabled or for consideration under the criteria established in this policy, provided in written form by the appropriate governmental agency.

9. Proof of pregnancy by a licensed physician or proof that the applicant is in the process of securing legal custody of an individual who has not obtained the age of 18 years.

10. If the verified data as listed in this Policy are not more than two (2) months or sixty (60) days old at the time an applicant is selected for admission, and the applicant certifies by written statement that no change has occurred in his or her status, the data will be considered as reflecting the applicant family's status at the time of admission. If data is more than two (2) months old, all factors are to be reverified and findings recorded.

    As part of the application record of each applicant determined to be eligible for admission, the admitting officer or his or her supervisor shall certify that an investigation has been made of such applicant family and that on the basis of this investigation it has been determined that the applicant and his or her family meet all the conditions governing eligibility.

11. In order to receive housing, a family member must be a U. S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

    For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before a family's status is defined.

    Mixed Families. A family is eligible for housing as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated

and that they may request a hearing if they contest the determination.

No eligible members. Applicant families that include no eligible members will be ineligible for housing. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students defined by HUD in the noncitizen regulations are not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for residents.

SECTION III - PREFERENCES IN SELECTION OF RESIDENTS

A. The Authority shall not, on account of sex, race, creed, national origin, handicap, familial status, or religion deny to any family the opportunity of applying for admission, nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to his or her needs in any development of the Authority.

It is the Authority's objective to ensure that the families are placed in the proper order on the waiting list so that an offer of housing is not delayed to any family, or made to any family prematurely. By maintaining an accurate waiting list, the Authority will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that housing is provided in a timely manner.

B. Deconcentration Policy: Charleston Housing will affirmatively market its housing to all eligible income groups. Lower income applicants will not be steered toward lower income developments and higher income applicants will not be steered toward higher income developments. Prior to the annual update of the Authority’s Comprehensive Agency plan, an analysis will be completed of the income levels of residents and families/individuals on the waiting list for occupancy. Based on this analysis, marketing strategies will be developed to address deconcentration problems if deemed necessary.

C. Elderly, disabled and displaced families with up to two members will be given a selection priority over all "Other Single" applicants regardless of local status preference. "Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their date and time of application and any local preference, but can not be selected for assistance before any elderly family, disabled family or displaced single.

D. The Authority uses the following local preferences to select families from the waiting list:

1. Emergency housing preference (see Section E.).

2. Families with at least one adult who is employed. This preference is extended equally to elderly families or families whose head or spouse is receiving income based on their inability to work.

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3. Families whose adult members are participants in educational and training programs designed to prepare the individual for the job market.

E. Charleston Housing, working in cooperation with the American Red Cross, Charleston Police and Fire Departments or other duly recognized emergency services agency, will offer a preference for emergency housing assistance to individuals and families who have been involuntarily displaced. Involuntarily displaced applicants are individuals or families who have been involuntarily displaced and do not have safe, suitable and sanitary permanent housing due to circumstances beyond their control.

Families and individuals are considered to be involuntarily displaced if they are required to vacate housing, permanently or temporarily, as a result of one of the following situations:

A natural disaster including but not limited to: fire flood, hurricane, tornado, earthquake, etc. that has caused the unit to be uninhabitable; and/or

Federal, State or local government action related to code enforcement, public improvement or development.

Upon notification or contact by a referring agent of an involuntarily displaced family or individual, Charleston Housing will arrange to complete an application packet for the individual or family affected. Such applications shall be marked "Emergency Preference" and must describe the emergency as provided by the referring agent.

Subject to a "fast-tracked" screening criteria which will include a criminal history review, and pending the availability of a vacant apartment, arrangements for temporary, transient housing will be made. If there is no Social Security Number (SSN) match relative to the criminal history review, the application will continue to be processed as quickly as possible. If there is a SSN match which requires a further check with the FBI, the application will be put on hold pending the receipt and review of the FBI check. Families may not be under-housed; however, management may waive over-housing criteria in an effort to meet immediate housing needs.

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The referring agent shall be required to guarantee payment of the $150 security deposit within thirty (30) days of initial placement.

The lease will be based upon a month-to-month basis, and a period of up to six (6) months will be provided to allow displaced individuals or families a period of time in which to repair and/or restore owned homes.

Rent for the initial six (6) month transient period may be based on unverified, gross household income as reported at the time of application. Should formula based rent exceed the established flat rent for the appropriate development and unit size, then the flat rent shall be applied. The referring agent shall guarantee payment of temporary, transient housing expenses during the initial six (6) month period.

Displaced applicants in need of permanent housing will be subject to additional sc

ninety (90) day transient period. In this event, the referring agent must notify manag agreement shall stipulate that permanent occupancy shall be contingent upon the individual or family meeting all eligibility criteria. Should the individual or family fail to meet one or more of the eligibility criteria, a thirty (30) day vacate notice shall be issued.

In the event the individual or family is determined eligible to remain in the housing provided, management shall prepare the standard form of lease agreement for execution between lessee and management.

F. Emergency Preference shall be rated as priority number one.
Residents with other preferences shall be given equal weight. Applications equal in preference will be maintained on the waiting list by date and time sequence.

G. Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the Authority in writing when their circumstances change.

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SECTION IV. APPLICANT SELECTION AND ASSIGNMENT

A. Each applicant shall be assigned his appropriate place on a community-wide basis in sequence based upon date and time his or her application is received, suitable type or size of unit, and factors affecting preference or priority established by the Authority's regulations, which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations pursuant.

The plan for selection of applicants and assignment of dwelling units to assure equal opportunity and nondiscrimination on grounds of race, color, sex, handicap, religion, familial status and national origin is as follows:

1. The eligible applicant first in sequence at such time shall be offered a suitable unit that has been vacant longer than any other rentable unit at the location that contains the largest number of vacancies. If the applicant rejects the vacancy offered, he shall be moved to last place on the non preference waiting list.

2. "Location" means any low-rent housing site as established in a Development Program, except when sites shall collectively be considered one location. In scattered site developments, the Authority shall make reasonable determinations of "locations" based on the specific scatterization, including any groupings that may be reasonably consistent with the purpose of those requirements. (Such determinations shall be submitted for approval to the Executive Director.)

3. If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his or her inability to move to the Authority's satisfaction, refusal of the offer shall not require the applicant to be placed at the bottom of the eligible applicant list.

4. If an applicant presents to the satisfaction of the Authority clear evidence that acceptance of the given offer of a suitable vacancy

will result in undue hardship or handicap not related to considerations of race, color, sex, handicap, religion, familial status, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not require the applicant to be placed at the bottom of the eligible applicant list.

5. Accessible unit is defined as a unit that can be approached, entered and used by individuals with handicaps.

   a. A vacant accessible unit must first be offered to a current resident having handicaps requiring accessibility features who occupies a non-accessible unit.

   b. If no such resident exists, the offer is made to an eligible applicant on the waiting list requiring the accessible unit.

   c. If there is no applicant requiring accessible unit, the apartment shall be offered to an otherwise qualified applicant who meets occupancy regulations. When offering an accessible unit to an applicant not having handicaps requiring the features of an accessible unit, management requires the applicant to agree to move to a non-accessible unit when available or at such time the accessible unit is needed to house an applicant or resident with handicap or disability.

6. Wheelchair bound or immobile residents will not be permitted to occupy a unit above a ten story level before notification of the Fire Department limitations in the event of an emergency.

B. Dwelling Unit Offers

When the ranking applicant is matched to the specific ranking unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

1. As an application moves near the top of the waiting list, the Authority will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, deadlines, etc. For an applicant on a short waiting list, this may be included in the process of taking the complete application.

2. Upon offer of a dwelling unit, the applicant shall have one business day to accept or reject the apartment by contacting the Authority by telephone or in person with his or her answer. An additional business day may be granted if necessary to allow the applicant to inspect the dwelling unit. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.

3. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, payment of security deposit, leasing interview, lease execution and in certain cases, proof of utility on deposit for hookup where a utility allowance is provided. Normally,

this deadline will be within three (3) working days of acceptance of the offer, but may be extended a maximum of thirty (30) additional days at the discretion of the Authority when necessary to alleviate hardship. Failure to complete move-in requirements within the assigned period may result in a withdrawal of the offer and an inactivation of the application.

C. Unit Refusals

When an applicant refuses the offer of an apartment, his or her application shall be returned to the bottom of the waiting list and assigned a non-preference priority. Upon return to the top of the waiting list, the applicant would be made offers in accordance with the provisions of this policy. After refusal of three offers of apartments in different neighborhoods, his or her application shall be returned to the bottom of the waiting list and shall be assigned an application time and date which corresponds to the date of the third refusal.

D. Leasing of Dwelling Unit

The Head of the Household of each applicant family accepted as a resident is required to execute a lease agreement in such form as the Authority shall require prior to actual admission. Other adult members of the household may also be expected to sign. One copy of the lease will be given to the Lessee and the original will be filed as part of the permanent records established for the family.

Each Lease shall specify the unit to be occupied; the date of admission; the size of the unit to be occupied; all family members who will live in the unit; the rent to be charged; the date rent is due and payable; other charges under the lease; and the terms of the occupancy. The Lease shall be explained thoroughly, in detail, to the Head of Household and spouse or other responsible adults before execution of the Lease.

The Lease shall be kept current at all times. If a resident family transfers to a different unit in the same or another development, the existing Lease will be canceled. A new Lease will be executed for the unit into which the family is to move by the Head of the Household and possibly other adult members of the household. If any other change in the resident's status results in the need to change or amend any provision of the Lease, or if the Authority desires to waive a provision with respect to the resident, (1) the existing Lease is to be canceled and a new Lease executed, or (2) an appropriate rider is to be prepared and executed and made a part of the existing Lease

Certain documents are made part of the Dwelling Lease by reference. These include, but are not limited to, the Admission and Continued Occupancy Policy, the currently effective Utility Schedules, the Resident Handbook, and any posted Resident Rules and Regulations.

Cancellation of a resident's Lease is to be in accordance with provisions of the Lease. Generally, the Lease shall not be canceled or not renewed except for serious or repeated violations of its terms by the residents. Written records shall be maintained containing the pertinent details of each eviction.

SECTION V. ELIGIBILITY FOR CONTINUED OCCUPANCY

A. Only those occupants meeting all of the following requirements will be considered eligible for continued occupancy:

1. Those who qualify as a family or the remaining member of a resident family as defined in Section XII of this Policy and whose income does not exceed the applicable limits.

2. Those whose family composition continues to conform to the occupancy standards which are appropriate to the unit presently occupied. The definition of a family does not exclude a person named on the Lease living alone during the temporary absence of a family member who will later live regularly as a part of the family. A person residing with a family by reason of employment (a) to permit the employment of a sole wage earner or (b) for the health and welfare of a sick or incapacitated member of the family, need not be considered as a member of the family for the purpose of determining (net) family income or establishing the Total Tenant Payment. However, the necessity for such an arrangement must be evidenced by a licensed physician certification when health reasons are given for the arrangement. In all cases, the presence of such a person must be determined essential and so certified by the Authority. A person requiring the services of a live-in-aide must make application to the Authority. The additional person must provide information on his or her background through evidence or record that he would not be reasonably expected to adversely affect the housing development. Under no circumstances may such an arrangement be continued longer than necessary or permitted only for the convenience of the resident.

3. Those whose past performance in meeting financial obligations, especially rent and other charges, is satisfactory; and

4. Those residents/families who have no record of disturbance of neighbors, destruction of property, living habits, housekeeping practices, substance abuse, criminal activity, sexual deviation, or any other history which may be reasonably expected to adversely affect the health, safety or welfare of other residents or the physical environment and physical stability of the neighborhood.

5. Those families who do not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation or foul odors; depositing garbage improperly; or serious neglect of the premise.

6. Those who have no history of substance abuse or criminal activity which could adversely affect the health, safety or welfare of other residents.

7. Those persons remaining as a resident of a family may be permitted to remain in occupancy provided that the Authority, in its sole judgement, determines that the remaining person(s) is (are):

   a. Otherwise eligible for Continued Occupancy; and

   b. Capable of carrying out all lease obligations, including, but not limited to, rent payment, care of the apartment, and proper conduct; and

c. Willing to assume all Lease obligations of the prior leaseholder, including all payments under the Lease; and,

d. Legally competent to execute a Lease in his/her (their) own name. The Authority will not execute a lease with a minor child; and

e. Who has refrained from criminal or illegal activities, including drug-related criminal activities (manufacture, sale, use, distribution of any non-prescription drugs) on or near the development; or use of fire arms, bow and arrows, air riffles, knives; or theft, alcohol and substance abuse, sexual deviation and any behavior causing police visits, raids, arrests and etc..

8. Those who continue to occupy the apartment on a full time basis.

9. Those who are able to discharge all Lease obligations.

10. Those who have completed the total hours required of community service as approved by Charleston Housing. The following adult family members are exempt from this requirement:

a. Family members who are 62 years of age or older;

b. Family members who are blind or disabled or who is the primary care giver for someone who is blind or disabled;

c. Family members who are employed; and

d. Family members who are enrolled in any State welfare or welfare-to-work program.

B. Reexamination Purposes

Reexamination of income and family circumstances are conducted for the following purposes:

1. To comply with the Federal requirements relating to annual reexaminations.

2. To determine if each family remains eligible for continued occupancy under the terms of the Lease and this Policy.

3. To determine if the unit, size and type are still appropriate to the family needs and in compliance with the Occupancy Standards.

4. To establish the rent to be charged to the family.

C. Reexaminations

Reexaminations are necessary to comply with the Federal requirement that each family have its eligibility reexamined at least every twelve (12) months, except in cases where residents have chosen to pay flat rents established by Charleston Housing based on market rates and operating costs. Flat rent reexaminations shall be completed every three (3) years unless otherwise requested by the resident. Reexaminations are conducted beginning three months before the effective date of the Lease

to allow complete processing and verification of data. Residents will be notified, in writing, of their appointment date and the requirements for reexamination. Failure to complete reexamination is a serious Lease violation which will result in termination of tenancy. Failure to complete reexamination includes:

1. Failure to appear for a scheduled reexamination interview without making prior alternative arrangements with the Authority.

2. Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility.

3. Refusal to properly execute required documents.
   The Reexamination shall be based on a written Application for Continued Occupancy ("Application") in such form as the Authority shall require. The Application shall be signed by a responsible adult member of the resident household who shall certify, subject to civil and criminal penalties, to the accuracy of the data contained therein. The Application shall also be witnessed by an Authority employee. The Application, together with any necessary supporting documents, shall contain data which, when verified, is necessary to establish eligibility, rent, unit size and unit type. If the family is determined to be eligible, the reexamination results are used as the basis for taking the necessary action and the resident so notified.

D. Special Reexaminations

If at the time of admission, annual reexamination or interim reexamination it is not possible to make an estimate of Family Income with any reasonable degree of accuracy because:

1. Family member(s) are unemployed and there are not anticipated prospects of employment; or,

2. The conditions of employment and/or income are so unstable as to invalidate usual and normal standards of determination;

then a Special Reexamination will be scheduled on a date determined by the Authority's estimate of the time required for the family's circumstances to stabilize. If, at the time of the scheduled Special Reexamination, it is still not possible to make a reasonable estimate of Family Income, Special Reexaminations will continue to be scheduled until such time as a reasonable estimate of Family Income can be made and the reexamination completed. The Special Reexaminations are not to replace annual reexaminations.

E. Interim Reexaminations

Interim Reexaminations are performed to allow residents to comply with the dwelling lease requirements to report changes in income and family circumstances. The following are specific changes which must be reported, in writing to the Authority, within ten (10) days of their occurrence:

1. All changes in family composition. Additions to the family, other than through birth of a child to a family member on the lease, must be approved by the Authority in advance.

2. All changes to family income for families whose rent is calculated under the formula based method. Families who have chosen to pay flat rents are not required to report income increases. Such incomes will be verified every three (3) years unless other requested by the resident.

A family circumstance that results in total loss of income requires the head of household to certify this circumstance and/or provide data on the first working day of each month affected.

~~**During the interim period prior to annual reexamination, families paying formula based rent will be required to report only the increases in household income from a new source. Decreases in rent resulting from a reduction or loss of family income will become effective on the first day of the month following such loss or reduction. Any increases in the Tenant Rent resulting from an increase in existing income or change in employer will not become effective until the effective date of the next annual reexamination.**~~

3. Rent increases will be transitional for families or individuals paying rent under the formula based method:

   a. Whose income increases as a result of employment of a member of the family who was previously unemployed for 1 or more years;

   b. Whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or

   c. Who is or was, within 6 months, assisted under any State program for temporary assistance for needy families funded under part A of title IV of the Social Security Act and whose earned income increases.

4. Should a family or individual qualify for a transitional increase, such increase shall be imposed as follows:

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   a. No increase will be imposed the first 12 months;

   b. 50% of the additional income will be used to calculate rent in the second year; and

   c. The remaining 50% will be added in the third year.

5. Charleston Housing will not reduce the family share of rent for families whose welfare assistance is reduced specifically because of:

   Fraud
   Failure to participate in an economic self sufficiency program; or
   Noncompliance with a work activities requirement.

However, Charleston Housing will reduce the rent if the welfare assistance reduction is the result of:

The expiration of a lifetime limit on receiving benefits;

or

A situation where the family has complied with welfare program requirements but cannot or has not obtained employment. Such as: The family has complied with welfare program requirements, but the durational time limit, (such as a cap on welfare benefits for a period of no more than two years in a five year period), causes the family to lose their welfare benefits.

Charleston Housing will notify the affected families that they have the right to an informal hearing regarding these requirements. Charleston Housing will obtain a written verification from the welfare agency stating the family's benefits have been reduced for fraud or noncompliance before denying the family's request for rent reduction.

F. Processing Reexaminations

All reexaminations - annuals, specials, and interims - shall be processed under the following conditions:

1. All data must be verified and documented as required. The Authority will <u>not</u> adjust rents downward until satisfactory verification is received.

2. Lease terminations resulting from reexaminations shall be conducted in accordance with the terms of the Lease.

3. Families who are determined to be in an incorrect size or type of unit will be placed on the Transfer List in accordance with the Authority's Transfer Policy.

4. All interim changes in resident's rent are to be made by a standard "Rent Revision Agreement" which shall become a part of the Lease. Changes in rent resulting from Annual Reexamination shall be incorporated into the new Lease, which shall be executed by the Authority and the resident(s).

5. Interim decreases in rent shall be effective on the first day of the month following the month in which the change was reported, in writing, and verification completed to the Authority's satisfaction.

6. Interim increases in rent are to be made effective on the first day of the month following at least thirty days' notice. If the family fails to report changes as described in this policy, any increase in the Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any additional rent determined to be owed to the Authority. For employment, this is the date employment began, not the date income was first received. For government benefits, this date is the date family begins to receive benefit payments. Only those rent increases which are $10.00 or greater will be processed, by "Rent Revision Agreement" and made a part of the Lease.

7. If it is found that a resident has misrepresented or failed to report facts upon which his or her rent is based so that he or she is paying less than he or she should be paying, the increase in rent shall be made retroactive to the date that the increase would have taken effect. The resident may be required to pay, within seven days of official notification by Authority, the difference between the rent he or she has paid and the amount he or she should have paid. In addition, the resident may be subject to civil and criminal penalties. Further, misrepresentation is a serious Lease violation which may result in eviction.

SECTION VI - RENTS

At admission and each year in preparation of reexamination, each family will be given the choice of having rent determined under the formula based method or having rent set at a flat rent amount. If, at the time of admission or reexamination, the Authority can satisfy itself that a family is of low income and within the approved income limits, but cannot make a determination of income for purposes of determining rent with a necessary degree of accuracy because of the inability to secure adequate verification or instability of income, a temporary rent may be established based on the data supplied by the applicant in his or her application. If a temporary rent notice or such other method determined to be legally and administratively sufficient, the appropriate rent, when determined, will be effective retroactively to the date of admission or reexamination. The resident will be required to pay any balance due, or the Authority will credit his or her account with an overpayment which results from a temporary rent. The Authority will schedule Special Reexamination of all factors relating to both rent and eligibility of each resident established on a temporary rent at intervals established by the Authority until a permanent determination can be made as to rent and eligibility status of the family.

A. Formula Method

1. The tenant rent for any dwelling unit shall not exceed thirty percent (30%) of the adjusted monthly family income as defined, or ten percent (10%) of the total monthly family income, whichever is greater.

2. Differential Between Tenant Rent and Tenant Payment: A utility allowance based upon a schedule of allowable consumption will be deducted from the tenant rent to determine the tenant payment at Wertz Avenue, Piedmont Road, Coal Branch Heights, Scattered Sites, and any other units where the utilities are individually metered. The resident will be responsible for all utilities, including fees for hook up, with the exception of the sanitation fee. The resident shall make payment for utilities directly to the utility companies involved.

3. In cases where applicants or residents claim no household income, a “0" rent will be established. In these cases, applicants and residents will be required to sign a No Income Certification form, under the penalty of fraud, evidencing that there is no household income. Residents will be required to meet with their respective Manager at least once monthly to recertify the “0" income status and to discuss plans to obtain viable income.

B. Flat Rents

1.. Families or individuals who opt for flat rent will be required to go through the income reexamination process every three (3) years rather than the annual review required under the formula method. Families or individuals

may request to have a reexamination and return to the formula based method at any time under the following circumstances:

a. The family's/individual's income has decreased;

b. The family's/individual's circumstances have changed increasing their expenses for child care, medical care, etc.; and

c. Other circumstances creating a hardship on the family/individual that would result in the formula method being more economical.

2. Charleston Housing has established flat rents for each development based on location, condition, amenities, services and unit size. Flat rent amounts shall be based on market rates and operating costs on a development-by-development basis. Flat rents shall be reevaluated annually and residents shall be given no less than a thirty (30) day prior written notice of any required adjustments. Adjustments shall be applied on the anniversary date for each affected family. A schedule of flat rents will be posted as each development.

SECTION VII. - OCCUPANCY STANDARDS

The following standards shall be used to determine the number of bedrooms required to accommodate each family without overcrowding or over housing. These standards may be waived only when necessary to achieve or maintain full occupancy. When there are not sufficient applications appropriate to the existing vacancies, eligible families of the most nearly appropriate size then shall be assigned to them.

The provisions of the model of the code published by the Building Officials and Code administrators (the "BOCA" code) shall be followed to determine minimum and maximum occupancy standards:

> "Every dwelling unit must contain a minimum gross floor area not less than 150 square feet for the first occupant and 100 square feet for each additional occupant. Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant."

NUMBER OF BEDROOMS	NUMBER OF PERSONS MINIMUM
0	1
1	1
2	2
3	3
1.	4
5	6

Assignments shall be made so that, except for husband and wife and very young children (under the age of two (2), bedrooms will not be occupied by persons of different sex or generations, such as parents or grandparents. For the purpose of determining the appropriate unit size, the Authority will include all children expected to reside in the household. Such cases shall include a single pregnant person or person who is in the process of obtaining legal custody of any individual who has not attained 18 years of age. No more than two persons are required to occupy the same bedroom. Unrelated adults may have separate bedrooms. If children of the same sex are five (5) years apart in age, the

Authority will provide a unit size large enough to allow each child to have a separate bedroom. Families may choose to be placed on the waiting list for both smaller and larger units. A family which needs a unit that is large enough to accommodate a member of the family who has a physical or mental handicap may be granted a larger available unit than outlined in the occupancy standards.

TRANSFERS

Transfers shall be made without regard to sex, race, creed, color, handicap, religion, familial status, or national origin. They shall not be made to units of equal size except to alleviate great hardship as determined by the Executive Director or his or her officially designated representative. Insofar as is possible, transfers to meet occupancy standards shall be made within a development. However, if the development has no units large enough or small enough for the family, the family shall be transferred to an appropriate unit in another development. Once the need for a transfer is determined and approved by the Authority at an annual reexamination for under/over housed, the determination will not be altered by adding members to Lease.

A. Transfers to Appropriate Apartment Size

Transfers of residents to the proper apartment size shall be made when possible except that applicants on the priority waiting list shall be offered units ahead of any transfers.

B. Transfers for Approved Medical Reasons

A resident who desires to relocate due to a medical reason may be transferred. The Authority will require medical documentation of a resident's condition. Normally such transfers will be within the resident's original neighborhood unless the appropriate size and type of unit does not exist on the site. Wheelchair bound or immobile residents will not be permitted to occupy a unit above a ten story level before notification of the Fire Department limitations in the event of an emergency.

This application will be processed as any other unit transfer request. Preference will given to those tenant's who need a unit designed for accessibility when such a unit is vacant.

C. Transfers for other reasons

Resident families may be relocated within the development at the discretion of the Authority in order to resolve any conflicts between families, and in the event of fire damage, or maintenance and renovation projects.

SECTION VIII. CERTIFICATIONS REQUIRED

The Executive Director or his/her officially designated representative shall certify on every application for admission or continued occupancy that all claims have been verified and that the determinations of the Authority are correct.

SECTION IX. LEASING

Each Lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, the rent to be charged, the utility allowance where applicable, and the terms of occupancy. The Lease shall be explained in detail

to the applicant and his or her family prior to execution. It shall be kept current at all times.

A Lease shall be executed, PRIOR TO ADMISSION, by a responsible member or members of the family selected for occupancy and by the Executive Director or his officially designated representative. The original lease shall be retained by the Authority and a copy shall be furnished to the family executing the lease. A new Lease shall be executed by the appropriate parties when a family transfers from one unit to another. During the tenure of the Lease Agreement, changes in rent shall be made by written, dated and signed Rent Revision Agreement which shall become a part of the existing Lease.

Those public housing residents who move before the end of their first year of Lease, without consent of the Authority, will be ineligible for any rental assistance program for a period of six (6) months from the date they request to be placed back on such program(s).

SECTION X. EVICTIONS AND/OR MOVE OUT

A. Notice to Vacate shall be issued to the resident by the Authority, in writing, listing the reason(s) for such eviction and giving the resident an opportunity to make such reply or explanation as he or she may wish. He or she also shall be informed whether he or she have a right to a grievance hearing and the procedure which is to be followed in obtaining such a hearing if entitled. West Virginia has been issued a "Due Process Determination" by HUD. Any family being evicted due to criminal and drug related activities will not be entitled to a grievance hearing in accordance with the Authority's Grievance Procedure. The Authority shall appropriately evict any resident of public housing who:

1. Charleston Housing has reasonable cause to believe engages in any drug-related criminal activity (as defined at section 6 (1) of the 1937 Act (42 U.S.C. 1437d (1) on or off Charleston Housing's property.

2. Charleston Housing has reasonable cause to believe abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents or Charleston Housing personnel.

3. A written record of every eviction shall be maintained by the Authority in the resident file and shall contain the following information:

   a. Name and identification of unit occupied.

   b. Date and copy of Notice to Vacate.

   c. Specific reason(s) for the Notice to Vacate. For example, if a resident is being evicted for undesirable actions, the record shall detail the actions for which the eviction has been instituted.

   d. Date and method of notifying the resident of reasons and showing a summary of any conference(s) with the resident, including the names of conference participants.

   e. Dated records of minutes of any hearings held.

f. Date and description of final action taken.

B. A resident initiated move-out notice must be completed and submitted a minimum of thirty (30) days prior to move out and in compliance with the terms of the Lease to receive any balance of security deposit. A resident is required to pay in full any balance due to his or her account upon move out including rent for the thirty (30) days and charges for costs not covered by the security deposit. A resident not complying with these requirements will be considered ineligible for any further housing assistance on any programs of the Authority.

C. In cases where the resident has no control over timing of the move-out notice, such as emergency long term hospitalization and/or admission to nursing home, a relative may complete the move-out notice. In such cases, the thirty (30) day notice requirement may be waived by the Executive Director or his or her official designee after the submission of a written request and case review.

SECTION XI. PHYSICAL INSPECTIONS OF DWELLINGS AT ADMISSION AND MOVE OUT

The resident and a duly authorized representative of the Authority shall make a physical inspection of the dwelling assigned to the resident at admission and at the time he or she vacates. It shall be the responsibility of the resident to clean the dwelling and remove all personal items upon vacating unit. Both shall complete and sign the unit inspection, and the Authority shall retain the original and furnish the tenant the signed and dated copy. This report shall serve as the basis for determining what the charges for maintenance cleaning or removal of personal items are to be, and which charges are to be passed on to the resident should the resident not comply with lease agreement regarding cleaning and removal of personal items. Charleston Housing may videotape or photograph the unit during move-out inspections and during occupancy to document housekeeping and damage conditions.

SECTION XII. NO TRESPASSING

The Authority prohibits those persons who have not conducted themselves in a proper manner from having future access to Authority property. A non-resident who has violated Authority policy, broken City, State, Federal law, or whose conduct is disruptive to the peace and well being of the community shall be barred from all Authority property. The term of prohibition will be a minimum of six months for a visitor violation the Authority rules to be disruptive to the community.

The time of prohibition for a non-resident committing a misdemeanor will be a minimum of one year. The time of prohibition for a person committing a felony will be life. The offender will be given the prohibition from all Authority property as soon after the offense as possible. At the end of the minimum time, a prohibitive visitor may petition the Authority in writing to be allowed to come back on Authority property. The Authority will set up a review board who will meet with a petitioner to determine if he or she should be allowed back on Authority property.

Residents who have committed an offense that would warrant an eviction will be given a prohibition from all Authority property at the completion of the eviction process.

SECTION XIII. DEFINITION OF TERMS

A. Assets

The reasonable value or interest therein of all real and/or personal property, excluding household furnishings, occupational tools and automobiles. The following are to be considered assets:

1. Amounts in savings and checking accounts.

2. Stocks, bonds, savings certificates, money market funds and other investment accounts.

3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs (such as broker fees) that would be incurred in selling the asset.

4. The cash value of trusts that are available to the household. Irrevocable trusts are not included.

5. IRA, Keogh, and similar retirement savings accounts, even though withdrawal would result in a penalty.

6. Contributions to company retirement/pension funds.

7. Assets, which although owned by more than one person, allow unrestricted access by the applicant.

8. Lump-sum receipts such an inheritances, capital gains, lottery winnings, insurance settlements, cash from sale of assets, and other claims.

9. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.

10. Cash value of life insurance policies.

11. Assets disposed of for less than fair market value during the two years preceding examination or reexamination. Count the difference between the market value and actual payment received.

B. Total Tenant Payment/Tenant Rent/ Tenant Payment

Total Tenant Payment shall be the highest of the following, rounded to the nearest dollar:

1. The market rent for those apartments so designated; or

2. 30 percent of monthly adjusted income up to a maximum rent limit of the prevailing local Fair Market Rent as published in the Federal Register for the Section 8 Rental Assistance Program for the size of the apartment; or

3. 10 percent of monthly income;

Tenant Rent means the rent charged a resident for the use of the dwelling accommodation and equipment (such as ranges and refrigerators, but not including furniture), and services.

Tenant Payment. A utility allowance based upon a schedule of allowable consumption will be deducted from the tenant rent to determine the tenant

payment at Wertz Avenue, Piedmont Road, Coal Branch Heights, Scattered Sites, and any other units where the utilities are individually metered. The resident will be responsible for all utilities, including fees for hook up, with the exception of the sanitation fee. The resident shall make payment for utilities directly to the utility companies involved.

C. Disabled Person

Disabled person means a person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or is handicapped as defined in this section. Section 223 of the Social Security Act defines disability as:

1. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or

2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416(I)(1) of the title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

3. In 42CFR 6001 the definition of developmental disability means a severe, chronic disability of a person 5 years of age or older

   a. is attributable to a mental or physical impairment or combination of mental and physical impairments;

   b. is manifested before the person attains age twenty-two;

   c. is likely to continue indefinitely;

   d. results in substantial functional limitation in three or more of the following areas of major life activity; (I) self-care, (ii) receptive and expressive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, and (vii) economic self-sufficiency; and

   e. reflects the person's need for a combination and sequence of special interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

D. Displaced Family

Displaced family means a person or a family displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

E. Elderly Family

Elderly family means a family whose head of household or spouse of the head of household or whose sole member is at least sixty-two years of age or disabled as defined in this section, or handicapped as defined in this section, and may include another person who is determined to be essential to his or her care and well-being.

F. Live-In Aide - is defined as a person who resides with an elderly, disabled or handicapped person and who (1) is determined by the Authority through the certificate of a licensed physician to be essential to the care and well-being of the person, (2) is not obligated to support the person, and (3) would not be living in the unit except to provide necessary supportive services.

G. Discretionary Preference for near Elderly Families: means a family whose head of household or spouse of head of household is a least 50 years of age but below age of 62. This preference can only be given to otherwise eligible applicants when the Authority determines that there are not enough elderly families to occupy such dwelling units. This cannot exceed 15% of the total vacated units for a one (1) year period for all developments.

H. Family

Family means (1) two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship; (2) an Elderly Family as defined in this part; (3) the remaining member of a resident family, or a member of the initial family unit, such as a spouse or child; (4) a Displaced Person; (5) a Single, Pregnant Woman, (6) a single person with evidence that he or she is in the process of securing legal custody of any individual who has not attained the age of 18; (7) a single person who is not an elderly or displaced person or a person with disabilities or the remaining member of a tenant family; and (8) those persons who, under West Virginia State law, are legally bound by any contract they may execute by law.

I. ADJUSTED FAMILY INCOME

Adjusted family income means total family income less the following allowances, determined in accordance with HUD instruction:

1. $480 for each dependent;

2. $400 for any elderly family;

3. For any family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, handicapped assistance expenses in excess of three percent of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;

4. For any Elderly Family.

   a. That has no handicapped assistance expenses an allowance for medical expenses equal to the amount by

which the medical expenses exceed three percent of annual income;

b. That has handicapped assistance expenses greater than or equal to three percent of Annual Income, an allowance for handicapped assistance expenses computed in accordance with paragraph © of this section, plus an allowance for medical expenses that is equal to the family's medical expenses.

c. That has handicapped assistance expenses that are less than three percent of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income; and

5. Child care expenses, amounts anticipated to be paid by the family for the care of children under 13 years of age during the period of which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

J. Full-Time Student

Full-time student means a person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended, including vocational schools with a diploma or certificate program and institutions offering college degrees.

K. Gross Income

Gross income means total family income as defined in this section.

L. Tenant Rent

The amount payable monthly by the family as rent to the Authority. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the Authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance called the "Tenant Payment".

M. Head of Household

Head of household means the family member who is held responsible and accountable for the family.

N. Spouse

Spouse means the husband or wife of the head of household.

O. Single Pregnant Woman

Means a woman visibly showing evidence of pregnancy or providing a licensed physician's statement of early pregnancy. If abort or miscarriage occurs prior to offer of unit, the applicant is ineligible to be housed, however if abort or miscarriage after admission the applicant is the remaining member of a tenant family.

P. Temporary, Nonrecurring or Sporadic Income:

Temporary, nonrecurring or sporadic income includes the following income, which shall be excluded when computing annual income:

1. Casual, sporadic and irregular gifts and amounts which are specifically received for, or are a reimbursement of, the cost of illness or medical care.

2. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workman's compensation, capital gains, and settlements for personal or property losses.

3. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the United States Government to a veteran, for use in meeting the cost of tuition, fees, books, materials, equipment supplies, transportation, and miscellaneous personal expenses. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income.

4. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

5. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to thFood Stamp Act of 1964.

6. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteer Service Act of 1973.

7. Payments received by participants in other publicly-assisted programs as reimbursement for out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, and so forth) which are made solely to allow participation in a specific program and cannot be used for other purposes.

8. Training Programs - Job Training Partnership Act (JTPA); Plan to Achieve Self Support (PASS); etc.

Q. Total Family Income

Total family income means income from all sources of (1) the head of the household and spouse, and (2) each additional member of the family residing in the household who is at least 18 years of age, anticipated to be received during the twelve months following admission or reexamination of family income, exclusive of the income of (other than the head or spouse) and income which is temporary, nonrecurring or sporadic as defined in this section. Total family income shall include that portion of the income of the head of household or his/her spouse temporarily absent which, in the determination of the Authority, is (or should be) available to

meet the family's needs. Total family income includes, but is not limited to, the following:

1. The full amount before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in internal revenue service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family.

3. Interest, dividends and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) of this section. Any withdrawal of cash or assets from an investment will be included, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income shall include the greater of the actual income derived from all new family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

4. The full amount of periodic payment received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment;

5. Payments in lieu of earnings, such as unemployment, worker's compensation and severance pay.

6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of;

   (I) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

   (ii) The maximum that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced form the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in dwelling) who is head of the family, spouse.

R. Utilities

Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection, and sewage services. Telephone or television cable service is not included as a utility allowance.

S. Priorities

In selecting tenants, the following priorities will be applicable and given equal weight:

1. Families with at least one adult who is employed. This preference is extended equally to elderly families or families whose head or spouse is receiving income based on their inability to work.

2. Families whose adult members are participants in educational and training programs designed to prepare the individual for the job market.

XIV. RENT COLLECTION POLICY

A. The Director of Housing and the Management Office shall obtain a copy of a delinquent list at the end of the 5th day of every month.

B. Tenant ledgers shall be checked on a daily basis thereafter against the delinquent list for payments received.

C. The Authority will not accept partial payments toward rent balances unless prearranged prior to the due date of such rental charges. Partial payments toward charges other than rent will be accepted, however immediate arrangements must be made for payment of the balance.

When applicable, referrals can be made to the Department of Human Services for assistance with the tenant's immediate financial problem.

D. 1. On the 5th day of each month, applicable delinquent notices or reminder notices shall be mailed by the Development Manager Office giving the tenant the amount due and reminding the tenant that a $10.00 late charge will be added to his/her account if payment is not received before 2:00 P.M. on the 10th day of the month.

2. If payment is not received within the above mentioned ten days from the first day of each month, a late charge of $10.00 is posted (charged) to the tenant's delinquent balance.

3. A "Late Rent Termination Notice" is either sent by U.S. Mail to the tenant as final notification on the 12th day of the month, or the notice will be hand-delivered.

4. A thirty (30) day "Notice to Vacate" will be sent by U.S. mail to the tenant as final notification of other charges due which exclude rent (i.e. maintenance charges, excess utility surcharges, cable, etc.). This notice may also be hand-delivered.

5. Proper documentation is then delivered to Magistrate Court fourteen days following the "Late Rent Termination Notice" and thirty days following the "Notice to Vacate", if the tenant has not vacated upon termination of the Dwelling Lease with the Authority. Once legal proceedings have been initiated, rent will not be accepted from tenant unless the total amount owed, including legal, late, or other fees, is paid.

E. Legal action shall be taken on what is considered chronic delinquency. The time period will vary with consideration being given to the individual tenant's reasons, present circumstances, tenant's response to the Authority's correspondence concerning delinquency, personal contact, and past experience concerning rental payments.

Eviction action taken against a resident twice (including eviction actions for charges other than rent) in a twelve (12) month period will result in eviction. The amount of rent owed plus court costs remain due and payable.

F. If a resident moves out or is evicted, such resident is required to pay charges owed. Failure to pay these charges in full upon move-out will result in the Authority pursuing available avenues for collection, which may include turning the account over to a collection agency. Such resident will not be eligible to participate in any federal housing assistance programs administered by the Authority as long as any amounts are owed to the Authority.

XV. PROCEDURES FOR NON-CITIZENS

A. Termination due to Ineligible Immigrant Status

Assistance may not be terminated while verification of the participant family s eligible immigration status is pending.

Participant families in which all members are neither U.S. citizens nor eligible immigrants must have their assistance terminated. They must be given an opportunity for a hearing.

B. Temporary Deferral of Termination of Assistance

Ineligible families who were participants as of June 19, 1995, may request a temporary deferral of termination of assistance in order to allow time to locate affordable housing and thereby preserve the family.

Temporary deferral of termination of assistance is also available to mixed families who were participants on June 19, 1995, who elect not to accept prorated assistance, and are not eligible for Continued Assistance. The Authority must allow the mixed family time to find housing for ineligible members or for the entire family by deferring the termination.

Mixed families who choose temporary deferral of termination of assistance may change to prorated assistance at the end of any deferral period, if they have made a good-faith effort to locate housing.

C. Criteria for Approving Temporary Deferral of Termination of Assistance

The Authority will grant temporary deferral so long as the family makes reasonable efforts to find affordable housing.

Affordable housing is defined as housing that is standard based on HQS, of appropriate size based on HQS, and for which the rent plus utilities is no more than 25% greater than the Authority calculated Total Tenant Payment.

To determine whether a family is eligible for temporary deferral of termination of assistance, or for a renewal of temporary deferral of termination of assistance, the Authority will:

Calculate Total Tenant Payment plus 25% for the family, and compare this amount to the data in its rent reasonableness survey for the unit size. If the Authority s data indicates that units are not available at the affordable rent, the deferral will be renewed.

Require a search record to document the family s efforts to locate housing before granting or extending temporary deferral of termination of assistance.

Automatically grant and extend temporary deferral of termination of assistance so long as the market for affordable housing is limited in the jurisdiction.

The initial deferral interval shall be granted on the family s request. Subsequent requests for deferral shall be granted on the basis of the family s statement that they are making efforts to find affordable housing, so long as the supply of affordable housing in the area remains low as determined by comparing 125% of Total Tenant Payment to the data in Authority s Rent Reasonableness System.

D. Length of Deferral

The initial temporary deferral is granted for an interval not to exceed six months. Additional deferrals can be made up to a maximum of three years. A notice is sent to the family at the beginning of each deferral period reminding them of their ineligibility for full assistance and their responsibility to seek other housing.

The family will be notified in writing sixty days before the end of the three year maximum deferral period that there cannot be another deferral, and will be offered the option of prorated assistance if they are a mixed family and have made a good-faith effort to locate affordable housing.

E. False or Incomplete Information

When the Authority has clear, concrete, or substantial documentation (such as a permanent resident card or information from another agency) that contradicts the declaration of citizenship made by an applicant or participant, an investigation will be conducted and the individual given an opportunity to present relevant information.

If the individual is unable to verify their citizenship, the Authority may give him/her an opportunity to provide a new declaration as an eligible immigrant or to elect not to contend their status. The Authority will then verify eligible status, deny, terminate, or prorate as applicable.

The Authority will deny or terminate assistance based on the submission of false information or misrepresentations.

F. Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with the Authority either after the INS appeal or in lieu of the INS appeal.

After the Authority has made a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for prorated assistance (if applicable) or, for participants who qualify, for Temporary Deferral of Termination of Assistance.

XVI. STATEMENT OF OCCUPANCY PROCEDURES

A. Receipt Of Applications

Every Application for admission constitutes the basic legal record which supports the Authority's determinations of eligibility status, rent, and size of unit for which the applicant and/or resident is qualified. The Application for Admission also constitutes the basis for establishing the applicant's priority status for selection. The following procedures shall be followed in processing all applications:

1. All entries by applicants and Authority personnel are to be made in indelible ink or pencil, or typed.

2. Any changes are to be made by drawing a single line through the original entries and entering the correct data. The reason and authority for each change shall be noted in the record, which then shall be dated and initialed by the person making the change.

3. The date and time of receipt of each Application for Admission shall be shown in the top right-hand corner.

4. When the applicant/resident and interviewer have insured that every blank is completed (exclusive of those provided for Authority determinations) both shall sign and date the application in the appropriate spaces. No blanks shall be left open. Those which are inapplicable to a particular applicant/resident shall be completed with "N/A" (inapplicable), "NO" or "NONE".

5. If during the interview it becomes obvious that the applicant definitely is ineligible, he should be so informed and should be told the reasons. His/her application then shall be classified as "ineligible". The file shall be documented to show when and how the applicant was informed of the reasons for ineligibility.

6. The active applications and all materials relating to them are to be kept current at all times and shall be arranged in the following order:

   a. Pending Verification - by bedrooms needed and then within chronological sequence.

   b. Inactive and Ineligible Applicants shall be filed alphabetically by year in which, the applicant was deactivated or determined ineligible.

NOTE: All active application files shall be purged no less than once a year. Letters shall be sent to each applicant informing he or she that unless he or she confirms he or she continued interest in a dwelling within a specific

length of time his/her application will be retired from the active file. Undelivered letters with their envelopes shall be attached to the respective applications as evidence of the unsuccessful efforts to locate the applicants. Each retired application shall be documented with the date of retirement, the reason for it, and the initials of the person who makes the determination. It shall show the dates of any telephone calls, personal contacts, etc., and the results of the same.

Notification to Eligible Applicants: Each applicant determined to be eligible for admission shall be notified of he or she eligibility status and shall be given information regarding his/her status on the waiting list. This notice may be given either in writing or verbally, and the application must be documented to show when and how the notice was given or attempted to be given. Three (3) separate attempts at providing such notice shall be deemed sufficient whether successful or not.

B. Required Verifications and Documentation of Application Data

It is imperative to verify all claims made by each applicant/resident so that proper determinations can be made of eligibility, rent and unit size needed. Complete and accurate documentation of all data must be maintained at all times. This includes, but is not limited to:

1. Authoritative written information from all sources concerning income, exclusions, deductions and exemptions. Income shall be verified by the source from which it is derived; expenses shall be verified by the recipients of such payments.

2. Reproductions or carbon copies of documents which substantiate the applicant's/resident's claims or a brief summary of the pertinent contents. The summaries shall be signed and dated by the staff member who examined them.

3. Notarized financial statements showing all income, itemized expenses (do not allow costs of business expansion and amortization of capital indebtedness) and net income of every self-employed person.

4. Written records of all data obtained by telephone, personal interview, or other means, showing source of information, date and method received, and signature of person by who received.

5. Birth certificates, driver's licenses, etc., to support claims of age in establishing preferences of admission, exemptions for minors, and exclusion of income for persons under 18 years of age.

6. Social Security disability award letters, Pensions and Security Certification of Grant for Total and Permanent Disability, or licensed physician certification that all conditions of disability or handicap, as prescribed by the Social Security definitions, are present to support any claim of disability or handicap.

7. Copies of records of official discharge papers of Veterans or Servicemen's preference.

8. Official eviction notices to support any priority for displacement by government action or involuntarily displaced through no fault of the applicant/resident.

9. Documentary proof that an applicant/resident, if claimed for priority purposes, actually occupies a dwelling which is unsafe, unsanitary

or overcrowded; that he actually is without or about to be without housing through no fault of his/her own. This verification is needed to support any determination of "Urgency of Housing Need" as a priority item.

10. Bank statements, bank books, stock certificates, and copies of tax returns or real estate, and registers of bonds to support any claims to assets.

11. Written records of all determinations and the methods used in making such determinations.

12. Verification of social security numbers for all family members six (6) years of age or older. Metal social security cards or handwritten verification are not acceptable forms of verification.

C. Summary of Verified Data

Verification information is to be checked as it is received. If it is incomplete, immediate steps shall be taken to obtain correct and complete information. Every resource available to the Authority shall be used to acquire all of the needed information.

If, during the interview, it becomes obvious that the applicant is ineligible, the investigation shall be discontinued and the applicant shall be notified of his/her ineligibility and the reason(s) for it. A summary of the verified information shall be prepared immediately and shall include the following determinations:

1. Eligibility: Qualifies as a Family:
   Income is within the appropriate income limit for admission/continued occupancy, and Net Assets are within the established maximum income limits.

2. Preference status and urgency of housing need.

3. Size of unit needed by family.

4. Rent to be paid.

D. Rechecking Verified Findings Prior to Admission

If the verified data used in determining an applicant's eligibility, preference rating, and rent to be charged are not more than ONE MONTH OLD at the time an applicant is selected for admission and the applicant states that no change has occurred in his/her status, the data will be considered as reflecting the applicant's status at the time of admission. If the data on file are less than two (2) MONTHS OLD, inquiries are to be made of the applicant, his/her replies are to be recorded, and any reported changes which may affect this eligibility, preference rating, rent and unit size are to be reverified prior to leasing. If the data on file are more than two (2) MONTHS OLD, all factors are to be reverified and findings recorded.

E. Application Pool and Resident Selection

1. Bedroom Size

2. Preferences

3. Date and Time

The applicant at the top of the community-wide list shall be offered an appropriate unit at the location containing the largest number of vacancies. If such offer is rejected, he/she shall be offered a unit at the location containing the next largest number of vacancies. If he/she rejects three (3) such offers his/her application shall be moved to the bottom of the non preference/priority waiting list and application date and time that corresponds with the last refusal. Upon refusal of three (3) additional units, including any in neighborhoods previously refused, the applicant shall be removed from the active waiting list and classified inactive for a period of twelve (12) months. If he/she presents satisfactory evidence that acceptance of any offered unit will result in undue hardship which is NOT related to race, creed, national origin or religion, handicap, familial status, the refusal shall not count as a rejection.
Every application shall contain a record of every vacancy offered, identification of the development and unit, and the date and circumstances of each offer, rejection and acceptance.

F. Annual and Biannual Reexaminations

Absolute control records shall be maintained to insure every resident being reexamined within the statutory time limits. Each resident shall be required to file a completed Application for Continued Occupancy no later than two months prior to the Date of Reexamination. Verifications shall be obtained as listed above, determinations made, and the resident shall be notified, in writing, (a copy to be retained in his file) no later than 30 days prior to the Date of Reexamination of the following determinations:

1. Eligibility Status - If ineligible and the Authority has identified for possible rental a suitable unit at a rent not exceeding 30 percent of family income, he/she must be issued a written notice to vacate, allowing him/her no more than two months from the Date of Reexamination to move from the development. He/She should be advised that he/she must present written authoritative evidence of any inability to obtain and maintain such identified standard private housing that is within his financial reach to justify any extension of his tenancy.

2. Any change in rent and the date on which it becomes effective.

3. Any change required in the size of dwelling occupied.

4. Any instance of misrepresentation or noncompliance with the terms of his/her lease and the corrective or punitive action (s) to be taken.

G. Misrepresentation by the Resident

If a resident is found to have made misrepresentations at any time which resulted in his/her being classified as eligible, when, in fact, he/she was ineligible, and the misrepresentation resulted in his/her paying a lower rent than was appropriate, he/she shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, the Authority may take such other action as it deems advisable, including termination of tenancy.

H. Compliance With Equal Opportunity Requirements for Posting Certain Materials.

There shall be maintained in every management office waiting room a large bulletin board which accommodates the following material in such a manner as to be readily available to all visitors:

1. Statement of Admission and Continued Occupancy Policies and Procedures incorporating the Selection and Assignment Plan.

2. Directory of Developments, including names, perimeter streets, number of units by bedroom size, number of units specifically designed for the elderly, addresses of management offices and office hours.

3. Income Limits

4. Utility Allowances

5. Current schedule of routine maintenance charges

6. Lease Form

7. Grievance Procedure

8. Fair Housing Poster

9. Resident Handbook

10. Resident Oriented Notices

CHARLESTON HOUSING
GRIEVANCE PROCEDURE FOR PUBLIC HOUSING

Attachment A

I. PURPOSE AND SCOPE

The following grievance procedure sets forth the requirements for Charleston Housing, hereinafter called Management, and the Residents for use in the just and effective settlement of grievances. Mutual efforts shall be made by Management and the Residents in attempting to settle each grievance as quickly as possible. The grievance procedure provided herein shall be incorporated in the dwelling leases, either in whole or by reference.

II. APPLICABILITY

A. This grievance procedure shall be applicable (except as provided in part III.D. of this document) to all individuals as defined in part III. B..

B. This grievance procedure is not applicable to disputes between residents not involving the Management or to class grievances. The grievance procedure is not to be used as a forum for initiating or negotiating policy changes between a group or groups of residents and Management.

III. DEFINITIONS

A. "Management" shall mean Charleston Housing.

B. "Complainant" shall mean any resident whose grievance is presented to management's Administrative Office in accordance with parts IV and V.

C. "Grievance" shall mean any dispute which a resident may have with respect to Management's action or failure to act in accordance with the individual resident's Lease or applicable law and regulations which adversely affect the individual resident's rights, duties, welfare or status.

D. "Due process determination" shall mean a determination by the U.S. Department of Housing and Urban Development (HUD) that law of the jurisdiction requires that the resident must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. A due process determination has been issued to West Virginia. Thus, Management excludes from this grievance procedure any termination of Lease that involves: 1) any criminal activity that threatens the health, safety, or right to the peaceful enjoyment of the premises by other residents, or 2) any drug related criminal activity on or near the premises.

The due process determination allows Management to evict all occupants of the dwelling through the judicial eviction procedure. The due process procedure shall be initiated and based upon an arrest report from law enforcement officials.

E. Elements of due process shall mean an eviction action or termination of lease or tenancy in a State or local court in which the following procedural safeguards are required:

1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;

2. Opportunity for the resident to examine all relevant documents, records and regulations prior to the hearing for the purpose of preparing a defense. The resident shall be allowed to copy any such document at the resident's expense. If management does not make the document available for examination upon request by the complainant, management may not rely on such document at the grievance hearing.

3. Right of the resident to be represented by counsel;

4. Opportunity for the resident to refute the evidence presented by Management including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;

5. A written decision on the merits setting forth the basis for the decision.

F. "Hearing officer" shall mean a person selected in accordance with Part V. to hear grievances and render a decision with respect thereto.

G. "Resident" shall mean the adult person (or persons) other than a live-in aide who:

1. Resides in the unit and who executed the Lease with Management as the Lessee of the dwelling unit, or

2. The remaining head of household of the resident family residing in housing accommodations covered by this Grievance Procedure.

IV. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance shall be personally presented, either orally or in writing, at Management's office so that the grievance may be discussed informally and settled without a hearing by the site manager. A summary of such discussion shall be prepared within ten (10) days of the conclusion of settlement discussions with one copy provided to the resident, one for the resident's file, and one to the Central Management Office file. The summary shall specify the names of the participants, dates of meetings, the nature of the disposition of the grievance, the reason therefore and the procedures by which a hearing under Section V may be obtained if the complainant is not satisfied.

V. PROCEDURE TO OBTAIN A HEARING

A. Request for Hearing. The complainant shall submit a written or verbal request for a hearing to the site office of the Central Management Office prior to the effective date of termination as set forth in the Notice to Vacate. The written request shall specify:

1. The reasons for the grievance; and

2. The action or relief sought.

B. Grievances shall be presented before a hearing officer. Such officer shall be an impartial person or persons appointed by the Board of Commissioners of Charleston Housing.

C. Failure to Request a Hearing. If the complainant does not request a hearing in accordance with this paragraph, then Management's disposition of the grievance under part IV shall become final. Failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest Management's action in disposing of the grievance in an appropriate judicial proceeding.

D. Hearing Prerequisite. All grievances shall be personally presented, either orally or in writing, pursuant to the informal procedure prescribed in part IV as a condition precedent to a hearing under this part, provided that if the complainant shall show good cause why he or she failed to proceed in accordance with part IV to the hearing officer, the provisions of this subsection may be waived by the hearing officer.

E. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent which Management claims is due, the complainant shall pay to Management an amount equal to the amount of rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of monthly rent in an escrow account with Management monthly until the grievance is resolved. Should the complainant be successful, all monies held in the escrow deposit shall be returned with interest. These requirements may be waived by Management in extenuating circumstances. Failure to make such payments shall result in a termination of the grievance procedure. Provided that failure to make payment shall not constitute a waiver of any right the complainant may have to contest Management's disposition of his or her grievance in any appropriate judicial proceeding.

F. Scheduling of Hearing. Upon complainant's compliance with A., D., and E. of this Part V, a hearing shall be scheduled by the hearing officer for a time and place reasonably convenient to both the complainant and Management. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate Management official.

Management will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, reader, accessible location, or attendants. If the resident is visually impaired, any notice to the resident which is required under this subpart will be in an accessible format.

VI. PROCEDURES GOVERNING THE HEARING

A. The hearing shall be held before a hearing officer.

B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:

1. The opportunity to examine before the hearing, and, at the expense of the complainant, to copy all documents, records, regulations that are relevant to the hearing.

2. The right to be represented by counsel or other person chosen as his or her representative.

3. The right to a private hearing unless the complainant requests a public hearing.

4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by Management, and to confront and cross-examine all witnesses on whose testimony or information Management relies; and

5. A decision based solely and exclusively upon the facts presented at the hearing.

C. The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.

D. If the complainant or Management fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing, or may make a determination that the party has waived his right to a hearing. Both the complainant and Management shall be notified of the determination by the hearing officer. A determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest Management's disposition of the grievance in an appropriate judicial proceeding.

E. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Management must sustain the burden of justifying its action or failure to act against which the grievance is directed.

F. The hearing shall be conducted informally by the hearing officer and oral or documentary evidence pertinent to the facts and issues raised by the grievance may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer shall require Management, the complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

G. The complainant, Management or hearing officer may arrange, in advance, and at the expense of the party making the arrangement, for a transcript of the hearing.

H. Accommodations of Persons with Disabilities. Management and the hearing officer will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the tenant is visually impaired, any notice to the tenant which is required under this subpart will be in an accessible format.

VII. DECISION OF THE HEARING OFFICER

A. The hearing officer shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing (not to exceed a maximum of ten (10) business days). A copy of the decision shall be sent to the complainant, a copy shall be sent to the Board of Commissioners, and Management and a copy of the decision shall be retained in the resident's file at the Central Management Office. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file and made available for inspection by a prospective complainant, his representative, or hearing officer.

B. The decision of the hearing officer shall be binding on Management which shall take all actions necessary to carry out the decision, unless the complainant requests Board action within ten (10) working days prior to the next Board meeting. The Board's decision will be mailed to the complainant within ten (10) working days following the Board meeting, and so notify the complainant that:

1. The grievance does not concern Management's action or failure to act in accordance with or involving the complainant's Lease or Management's regulations, which adversely affect the complainant's rights, duties, welfare or status; or

2. The decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the annual contributions contract between HUD and Management.

VIII. EVICTION ACTIONS

If a resident has requested a hearing in accordance with Part V on a complaint involving a Management notice of termination of the Lease or tenancy, Management shall not commence an eviction action in a State or local court until it has served a notice to vacate on the tenant, and in no event shall an eviction action vacate be instituted prior to a decision by the hearing officer having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date stated in the

notice of termination, whichever is later, appropriate action will be brought against the resident and the resident will be required to pay all court costs and attorney fees.

Attachment A

CHARLESTON HOUSING
PEST CONTROL POLICY

POLICY STATEMENT

It is the goal of Charleston Housing to provide safe, sanitary housing for its residents. In so doing, Charleston Housing commits to providing a pest free environment in all developments.

APPROACH

Pest control is performed internally by a licensed and qualified Maintenance Specialist. Charleston Housing will make a diligent effort to provide a healthy and pest-free environment for its residents. Frequent and regular inspections are made of all properties to determine which, if any, pests infest dwelling units. Based upon findings, the most economical and efficient method of eradication is selected and implemented. Special attention is paid to cockroaches. Additional treatments will be provided for the elimination of cockroaches in dwelling units. Residents who see signs of infestation between regularly scheduled inspections and treatments may request additional assistance through the work order system.

Resident cooperation with the extermination plan is essential. Management must require residents to maintain dwelling units in a clean and sanitary manner at all times to provide for a healthy, pest-free environment. Residents having chemical allergies must provide written evidence to Management. Units having babies six (6) months or under will not be treated with chemicals; gels and bait traps may be used as a substitute. Residents who fail to cooperate are in violation of the Lease Agreement and may be subject to termination of tenancy. Reports are provided to Management upon completion of each regularly scheduled inspection noting signs of infestation, housekeeping and sanitation concerns. Management is required to schedule follow-up inspections, issue lease violations and work with residents to improve housekeeping and sanitation concerns.

DWELLING LEASE

Attachment A

CHARLESTON HOUSING
POST OFFICE BOX 86, 911 MICHAEL AVENUE
CHARLESTON, WEST VIRGINIA 25321-0086

(304) 348-6451

Account No.
_____

Unit Size
_____

Monthly Rent $_____
Security Deposit $_____
Utility Allowance
$_____

Development Name & Address
_____

_____

Charleston Housing (hereinafter called Management) does hereby lease to_____ (Lessee) the Dwelling Unit described herein located at_____ upon the terms and conditions stated herein. The premises leased herein shall be for the exclusive use as a dwelling by Lessee's household designated by Lessee as follows:

Family Member (Last, First, Middle)	Sex	Age	Date of Birth	SS Number	Relationship
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Lessee shall obtain management's consent, in writing, before allowing any person other than a member of the Lessee's family listed in the Application for the Dwelling and/or Continued Occupancy to live in Lessee's dwelling unit. This does not apply to additions to family by birth. Lessee shall advise Management, preferably in writing, of visitors who remain for more than a one week period.

The dwelling unit being furnished by Management, with the fixtures, appliances, equipment and furnishings, is set out in Schedule 1. Attached hereto and made a part hereof, the receipt of which is hereby acknowledged by Lessee.

1. LEASE TERM:

The initial term of the Lease Agreement will be for twelve (12) months effective _____. The Lease will renew automatically for 12-

month terms contingent upon Lessee's compliance with all terms and conditions contained herein and determination of Lessee's eligibility for continued occupancy at the time of annual reexamination. Failure to provide verifiable documentation at the time of renewal of the lease that Lessee has completed the minimum monthly community service requirements, where applicable, will be grounds for non-renewal of the Lease.

II. AMOUNT AND DUE DATE OF RENTAL PAYMENTS AND OTHER CHARGES:

1. Rent Charges: A pro rata rental payment of $_____ shall be paid in advance for the period beginning_____ and ending, at midnight on _____.

   Thereafter, monthly rent of $_____ shall be due and payable by check or money order at the Management Office in advance without notice from or demand of the Management on the first day of each month beginning _____. This rent will remain in effect unless adjusted in accordance with Sections IV., V., and VI, hereof. If the rent is not paid by the 10th day of the month, a $10.00 late penalty will be assessed which shall become due and payable.

2. If Lessee has misrepresented and/or failed to report facts upon which his/her rent is based, so that the rent he/she is paying is less than he/she would have been charged, then the increase in rent shall be made retroactive to the date that the increase would have taken effect. Lessee will be required to pay, within 7-days of official notification by Charleston Housing, the difference between the rent paid and the amount that should have been paid. If Lessee owes an amount that equals or exceeds $500 as a result of program fraud, the case will be referred to the Inspector General. Where appropriate, Management will refer the case for criminal prosecution. Lessee further recognizes that Management will issue a notice to vacate the unit where such misrepresentation has occurred.

3. Other Charges: Lessee will be charged for maintenance and repair beyond normal wear and tear. Maintenance and Repair charges will be assessed based upon a schedule of charges for such maintenance materials as posted on the bulletin board in each management office. Lessee shall be responsible for removing toys and objects from the grass, which could catch in a lawn mower during mowing season (April - October). During winter months, Lessee shall remove snow accumulation on his/her entry walk and his/her steps. If Lessee fails to remove snow from Lessee's doorway to main sidewalks, Management shall remove snow and assess the Lessee fee based upon a posted schedule. Management will give Lessee written notice of the charges, other than rent, which will be due and collectible 14 days or after such notice has been given.

   "Other Charges" include, but are not limited to, maintenance and repair charges, cable fees and Writs of Possession.

4. Default: In the event of default by the Lessee in the payment of any installment of rent or the failure to pay other charges provided for in said Lease, when due, the Lessee agrees and binds himself to pay, in addition to the amount owing, a reasonable attorney's fee and all costs and expenses incurred in the collection of same and costs of any proceedings, judicial or otherwise, resorted to for the purpose of such collection, in the event a judgment is entered against Lessee.

III. SECURITY DEPOSIT: Lessee agrees to pay $150.00 as a Security Deposit to be used by Management at the termination of this Lease toward reimbursement of the cost of repairing, beyond normal wear and tear, damages to the dwelling unit's interior, exterior, or yard area, and any rent or other charges owed by the Lessee. Deductions may be made for any known delinquent utilities. The Security Deposit is to be paid, in full, upon execution of this lease and prior to move-in. This deposit will be returned to the Lessee, without interest, after lessee vacates the premises at the expiration of the lease provided all terms of the lease have been fully performed and ALL KEYS returned to Management. Vacating for any reason prior to the renewal date of the lease will result in forfeiture of the security deposit. Excepting normal wear and tear, a lessee agrees to pay the amount billed for charges at move-out.

IV. Utilities: Management provided utilities for reasonable consumption are available to all developments with the exception of Wertz Avenue, Piedmont Road, Coal Branch Heights, and Scattered Sites. The Lessee agrees to be responsible for prompt payment for all utilities and to place utilities in his/her name at move-in at Wertz Avenue, Piedmont Road, Coal Branch Heights, and Scattered Sites. Management provides a reduction in rent through a utility consumption allowance of $_____ to enable Lessee to pay utilities directly to utility companies involved. Lessee agrees to be responsible for hookup fees with regard to said utilities. Lessee agrees to maintain heat to the dwelling unit sufficient to prevent freezing of piped water. If for any reason Lessee is unable to maintain sufficient heat, he/she shall immediately notify Management of his/her inability to maintain sufficient heat. Lessee will be charged for any damages resulting from his/her failure to maintain sufficient heat or failure to notify Management. Disconnection of any utility due to nonpayment during residency may be cause for Notice to Vacate.

Lessee shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities in a reasonable manner and pay all utilities and assessed charges. Failure to pay excess charges or utility bills causing insufficient heat and resulting in freezing of piped water may result in Notice to Vacate.

Lessee agrees to indemnify and save harmless Management against any and all liability arising from the Lessee's obligation to the Public Service District, City or any other utility. Lessee shall place all garbage and trash in plastic bags (provided on site), securely tied, and place such trash in dumpsters or chutes for garbage collection. Lessee will be assessed a charge for failing to do so.

V. REEXAMINATION OF RENT, DWELLING SIZE, AND ELIGIBILITY: In accordance with federal regulations, Management shall conduct an annual reexamination to determine whether the rental should be changed, whether the dwelling size is still appropriate for Lessee's needs, and whether Lessee is still eligible for low-rent housing except where residents have selected the flat rent payment option. Reexaminations of incomes for residents paying flat rents shall be completed every 3-years unless otherwise requested by the resident. This determination will be made in accordance with the terms, conditions and provisions of the ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF CHARLESTON HOUSING (hereinafter "Admission and Occupancy Policy"), all amendments thereto, and this Dwelling Lease, all of which are made a part hereof by reference and are posted in Management Offices. Lessee agrees to furnish to Management all information and certification required for any annual reexamination or interim redetermination. This includes, but is not limited to, information as to the family's income, employment, composition and extraordinary medical expenses, etc.

INELIGIBILITY: Changes resulting from the annual reexamination which cause a family to be ineligible for continued occupancy because of failure to qualify with respect to conditions of eligibility as outlined in the Admission and Occupancy Policy, shall be effective as of the Annual Reexamination Date.

NOTICE OF NEW LEASE CHANGES: In the event there is a change in family composition as a result of annual reexamination, or interim redetermination, Management and Lessee shall execute a new Lease for another year within 5- working days of the date of Notice of new lease change or Lessee may appeal the changes within 5- working days. Changes in rent as a result of an annual reexamination or interim redetermination shall be made by an amendment to the Lease Agreement revising the rent, which shall become a part of the Lease.

In the event Lessee fails to comply with the required annual reexamination for continued occupancy eligibility determination, this Lease shall expire on the anniversary date of this Agreement. Lessee shall receive 30- day prior written notice of Lease termination and will be required to vacate the premises on or by the date specified in such notice. Management shall notify Lessee in writing of the first scheduled reexamination interview. If Lessee fails to notify Management of a schedule conflict and does not attend, a second reexamination interview will be automatically scheduled. All reexamination interview appointments will be provided Lessee in writing and may be hand delivered or mailed by U. S. Postal Service. Failure to notify Management of a schedule conflict and failure to schedule an appointment mutually acceptable to both parties shall result in termination of this Lease Agreement. Failure to complete reexamination includes:

1. Failure to appear for a scheduled reexamination interview without making prior alternative arrangements with Management.

2. Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility.

3. Refusal to properly execute required documents. The reexamination shall be based on a written Application for Continued Occupancy ("Application") in such form, as Management shall require. The Application shall be signed by a responsible adult member of Lessee's household who shall certify, subject to civil and criminal penalties, to the accuracy of the data contained therein. A Management employee shall also witness the Application. The Application, together with any necessary supporting documentation, shall contain data which, when verified is necessary to establish eligibility, rent, unit size, and unit type. If Lessee is determined to be eligible, the reexamination results will be used as the basis for taking the necessary action and the Lessee shall be so notified.

VI. INTERIM REDETERMINATION: In accordance with Federal regulations, Management shall conduct interim redeterminations whenever:

1. There is any change in the income of any family member for families whose rent is based on the formula based method.

a. Lessee shall report any and all changes in income from existing and/or new sources. All such changes shall be reported within 10- days of occurrence.

4. Decreases in rent resulting from a reduction or loss of family income will become effective on the first day of the month following Management's receipt of acceptable, written, third party notification of such loss or reduction. Notwithstanding the foregoing, where delays in receipt of verification are not attributable to fault or delay on the part of the family, sanctions will not be imposed during the time that verification is pending; and once verification is received decreases in rent will be effective retroactive to the first day of the month following the family's notification to Management of the decrease in income.

5. Decreases in rent due to temporary loss of income are not eligible except in cases where the loss of income is expected to exceed 30 days.

6. Any increase in the Tenant Rent resulting from an increase in existing income or change in employer will become effective on the first of the month following a written 30-day notice of such increase.

7. If Lessee fails to report income changes as described, any increase in the Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. Lessee will be liable for any additional rent determined due to Management. For employment, this is the date employment began, not the date income was first received. For government benefits, this is the date Lessee begins to receive benefit payments.

8. Only those rent increases which are $10.00 or greater will be processed by "Rent Revision Agreement" and made a part of this Lease Agreement as an Interim Rent Change.

2. There is any addition to, or removal of, a family member from the household.

3. Any family member reaches age 18.

9. There is extraordinary medical expense for the elderly or handicapped. (Extraordinary medical expense will be determined at the annual reexamination or the interim redetermination unless expenses are incurred during the ensuing year, which will result in a substantial change.)

10. A student over 18 years of age no longer attends school.

6. There is a change in applicable allowances for utilities at Wertz Avenue, Piedmont Road, Coal Branch Heights, and Scattered Sites.

Lessee is required to report any and all of these changes within 10-days of their occurrence. Failure to do so may result in financial hardship or loss of unit to Lessee.

VII. TEMPORARY RENTS: If at the time of admission or any annual reexamination or interim redetermination, Management is unable to arrive at a reasonable estimate of Lessee's income for the following twelve months, Lessee shall be placed on a temporary rent based upon the best available data until a redetermination can be made. Retroactive charges or credits shall be made, if found to be necessary as a result of the redetermination.

VIII. TRANSFER TO ANOTHER UNIT: If Management determines that the size of the dwelling unit is no longer appropriate to Lessee's needs, Management may give notice to Lessee that he/she will be required to move to another unit, giving Lessee a reasonable time in which to move. Lessee agrees to transfer to an apartment of appropriate size whenever a change occurs in the size or composition of the Lessee's family. A residual family member who does not qualify as elderly may be required to transfer to a family type development. Lessee may, at the Management's discretion, be required to move to another unit to resolve any conflict between Lessee and another family.

Transfers from handicap accessible units will be required in cases where residents occupying such units do not require handicap accessibility and the need exists for another resident requiring such accommodations. Lessee agrees to transfer to an apartment of appropriate size upon receipt of written notice by Management. Management agrees to provide Lessee with a reasonable time in which to move.

IX. OBLIGATIONS OF LESSEE: Lessee agrees:

Special Definitions:

Drug Related Criminal Activity: The term drug-related criminal activity means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell distribute, or use, of a controlled substance as defined by Federal or State law.

Guest: For the purposes of this Lease, the term “guest” means a person on the premises with the consent of any household member.

Household: The family and any approved live-in aide.

Premises: The building or complex in which the public housing dwelling unit is located, including common areas and grounds.

1. To comply with the directions given by Management concerning the move-in and move-out date and time. This Lease will be void if Lessee does not move in within 15 days of the effective date of this lease or make other satisfactory arrangements with Management. A pro rata share of the paid rent will be returned by first-class mail to the applicant;

2. Not to allow motorized vehicles on lawn areas while moving into, moving out of or while residing at a dwelling unit, and not to drive or park nor to allow any visitor to drive or park on lawn areas at any time. Lessee will be assessed a charge whenever this happens;

3. To use the premises solely as a private dwelling for the Lessee and Lessee's household as identified in the Lease, and not to use or permit its use for any other purpose. No business shall be conducted without special approval of Management;

4. Not to assign the lease nor sublease the premises;

5. Not to provide accommodations for boarders, lodgers, or others not listed on the Lease as household members and not to allow any person not listed on

the Lease to use a Charleston Housing address as his/her mailing address without written authorization of Management;

11. That guest(s) may visit with the consent of a household member and that Lessee agrees to advise Management, preferably in writing, of visitation in excess of one-week and that Lessee further agrees to request, in writing, approval from Management for visitation in excess of two (2) weeks; Management approval will be conditioned and contingent upon individual circumstances, warranted reasonable accommodations, and/or justified considerations.

12. Lessee and all household members agrees that any person who is under a "no trespassing" notice will not be allowed in or near the dwelling unit. It will be a serious violation of this Lease to allow any such person on or near the premises;

13. To complete an application, or other written request, for the addition of a family member due to marriage or other legitimate reason, prior to the person or persons moving into the premises;

14. To report to Management within 10 calendar days of any change in family income or composition and to provide Management with verifiable information regarding such change;

15. To notify Management when they will be absent from the unit for more than 30 days and provide a means for Management to contact Lessee in the event of an emergency;

11. To abide by Management's Pet Policy as posted in Management's Offices with regard to owning and keeping an approved pet in the dwelling unit. Failure to comply will result in a Notice to Vacate;

12. To comply with all obligations imposed upon Lessee by applicable provisions of building and housing codes materially affecting health and safety. To keep his/her dwelling unit in such condition so as to prevent health, sanitation or safety problems from arising. To keep the dwelling unit in a CLEAN, SAFE and SANITARY condition. Failure to do so will result in Notice to Vacate;

13. To abide by all rules and regulations pertaining to the control of insects and to report the need for extermination to Management. If infestation occurs as a result of the Lessee's not keeping the apartment, in a sanitary condition, then Lessee will be responsible for the charges as is contained in Management's "Schedule of Resident Charges"; To assist Management's extermination efforts, Lessee shall clear dishes from the shelves, clear pantry and cabinet areas, clear drawers, clear closets, etc;

14. Lessee and all occupants must observe strict care not to leave their windows open when it rains or snows. If, by doing so, any injuries are sustained by other residents, or by Lessor, through damaged paint, plastering, etc, then Lessee shall be charged for the reasonable cost of repairs;

15. Lessee shall take every precaution to prevent fires; to immediately report any fire; to clean his/her the unit when the only damage sustained is caused by smoke; and to assist in cleaning the unit prior to making repairs in all other instances. Lessee shall pay the fire insurance deductible for damages caused by the Lessee or by a guest of the Lessee. Insurance deductible is posted on the Schedule of Resident Charges;

16. To notify Management promptly of known unsafe conditions in the common areas and grounds, which may lead to damage or injury;

17. Not to install in the premises, unless written consent of Management has previously been obtained, for the following: a waterbed, an extension telephone, air conditioning unit, an automatic washing machine, clothes dryer, ceiling fans, ham radio set, radio transmitter, or clotheslines. Also, Lessee shall not install television or other antennae on or about the premises without the prior written consent of Management as prescribed by Management. Lessee shall remove any electrical or other appliances or other property or equipment from the

premises whenever required by Management. Failure to comply with this regulation will result in Lessee being responsible for any costs incurred by Management in handling the Lease violation and may result in a 30-day Notice to Vacate the premises;

18. Not to alter appliances, fixtures, furnishings, or equipment in the premises nor make any repairs or alterations whatsoever without the written consent of Management;

19. Not to display signs on any part of the premises except in a manner prescribed by Management. Not to apply decals, contact paper, or other adhesive materials to the fixtures, appliances, equipment, and furnishings. Lessee will be assessed the charge necessary to restore any damaged item to its original condition. Only SMALL picture hanging nails are to be used on the walls. Upon moving, nail holes must be restored to original condition by a requested work order;

20. To keep the grounds immediately adjoining the structure in which the Lessee's unit is located, breezeways, yards, and premises and such other areas as may be assigned to Lessee for his/her exclusive use in a clean and safe condition and free of litter, trash, etc. Families sharing corridors or common entry shall keep them clean and free of litter;

    Lessee will be assessed a charge for failure to do so, and excessive trash and litter or damage to the corridor or common entries will result in a Notice to Vacate the premises;

21. To refrain from, and to cause his/her household and guests to refrain from, destroying, defacing, damaging the premises including any fixtures appliances, equipment, and furnishings, yard areas, shrubs and landscaping, parking spaces, development buildings, facilities or common areas; to pay reasonable charges (other than normal wear and tear) to pay for repair if such damages and vandalism. Vandalism caused by his/her household and/or guest will result in a Notice to Vacate the premises;

22. To promptly notify Management of any need for repairs to equipment or premises and to permit Management to perform all needed repairs. Lessee shall pay for all damages beyond normal wear and tear;

23. To insure against neglect of children which endangers their health, safety and welfare by providing adequate care and supervision. Not to permit children less than 12 years of age to be left in the home without proper supervision;

a. To conduct himself/herself and cause other persons who are on the premises with his/her consent to conduct themselves in a manner that will not disturb his/her neighbors' peaceful enjoyment of their accommodation and will be conducive to maintaining the development in a decent, safe, and sanitary condition. Lessee agrees to keep the volume of any radio, phonograph, television or musical instrument at a level that will not disturb his/her neighbors. Failure to abide by this regulation will result in a Notice to Vacate the premises;

b. To refrain from illegal or any activity which impairs the physical or social environment of the development. Theft, alcohol and substance abuse, sex crimes and any behavior causing police visits, raids, etc., will result in termination of tenancy;

c. Not to possess any illegal and/or unregistered firearm in or near the premises. The use of firearms, air rifles, bows and arrows, slingshots or fire works is strictly prohibited;

27. To assure that Lessee, other persons under Lessee's control, any member of the household, or a guest, shall not engage in:

    a. Any criminal activity on or off the premises that Management determines may interfere with or threaten the health, safety or right to peaceful enjoyment of the premises by other residents,

employees of Management, or any other person lawfully on the premises.

b. Any drug-related criminal activity on or off such premises (manufacture, sale, use, distribution, possession of any illegal drugs or paraphernalia); or any activity by Lessee or guest in which Management determines that Lessee or Lessee's guest is illegally using a controlled substance;

c. Abuse of alcohol or other mind-altering substance that Management determines that it has reasonable cause to believe that such use or pattern of use may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, employees of Management, or persons legally on the premises.

d. Management may terminate the tenancy if the tenant/lessee, any member of the household, guest or other person under the tenant/lessee's control, is present or otherwise residing in the household, has fled from any jurisdiction to avoid prosecution, custody or confinement after conviction, for a crime that is a felony in such jurisdiction, or violating a term or condition of probation or parole imposed under any such jurisdiction.

NOTE: MANAGEMENT HAS A ZERO TOLERANCE POLICY WITH RESPECT TO VIOLATIONS OF LEASE TERMS REGARDING DRUG AND/OR CRIMINAL ACTIVITY. VIOLATIONS OF THIS SECTION SHALL BE CONSIDERED A SERIOUS VIOLATION OF THE TERMS OF THIS LEASE. A CRIMINAL CONVICTION OR ARREST IS NOT NECESSARY FOR THIS LEASE TO BE TERMINATED AND FOR EVICTION ACTIONS TO BEGIN. CRIMINAL ACTIVITY OR DRUG RELATED CRIMINAL ACTIVITY IS CAUSE FOR EVICTION SECTION XVI WITHOUT AN ARREST OR CONVICTION.

28. Not to commit, or allow members of Lessee's household to commit any fraud in connection with any federal housing assistance program, and not to receive or allow members of Lessee's household to receive assistance for occupancy of any other dwelling assisted under any federal housing assistance program during the term of this Lease Agreement, or any subsequent renewals;

29. To park automobiles and other motorized vehicles in designated parking areas. Under no condition are motorized vehicles to be stored in the dwelling unit. Lessee shall not display vehicles for sale on housing development premises. Lessee shall not grease, change oil, or make repairs to such vehicles, and shall not park motorized vehicles in an inoperative condition on housing development premises. Lessee must properly clean up oil spots from motorized vehicles or a work order can be requested at the Lessee's expense. In accordance with applicable state and local laws, illegally parked and inoperative vehicles will be towed off at the owner's expense;

30. To assist Management's painting efforts, Lessee shall wash all walls and ceilings and woodwork, including kitchen cabinets or shelves, in each room, and vacuum or sweep on a regular basis;

31. To abide by the RESIDENT HANDBOOK and all established rules and regulations for the benefit and well being of the housing resident which shall be posted in the Management Office and is incorporated by reference in this Lease;

32. To abide by Federal regulation with regard to performing community service;

Residents subject to the community service requirements must contribute 8 hours per month or no less than 96 hours annually with an approved community service provider (not including political activities); or participate in an economic self-sufficiency program for 8 hours per month or no less than 96 hours annually; or perform a combination of community service and economic self-sufficiency program activities for 8 hours per month or no less than 96 hours annually.

If Management determines that Lessee has failed to comply with this requirement, Management shall notify Lessee of such compliance and that:

The determination of noncompliance is subject to the administrative grievance procedure; and

Unless Lessee enters into an agreement to comply with the community service requirement, the Lease will not be renewed; and

Management may not renew or extend the lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless, Management enters into an agreement, before the expiration of the Lease term, with Lessee providing an opportunity for Lessee to contribute the number of hours needed in addition to the hours required in the next 12-month term.

Repetitive failure to comply with the community service requirements will disqualify Lessee from entering into an agreement to rectify noncompliance issues.

33. To correct any violation (other than a lease termination of tenancy/demand for possession) within 7 calendar days of receipt of written notice from Management of the specific violation.

X. OBLIGATIONS OF MANAGEMENT: Management agrees:

1. To maintain the premises and the development in decent, safe, and sanitary condition;

2. To comply with requirement of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;

3. To make necessary repairs to the premises;

4. To reimburse a Lessee for loss in those instances where the loss is caused by a staff member's negligence. Lessees are encouraged to secure insurance to protect their assets from damage;

5. To keep all building, facilities and common areas, not otherwise assigned to the Lessee for maintenance and upkeep, in a clean and safe condition;

6. To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances supplied or required to be supplied by Management;

7. To provide and maintain appropriate receptacles and facilities (except containers for exclusive use by an individual Lessee family) for the deposit of garbage, rubbish and other waste removed from the premises by Lessee;

8. To grant Lessee's right to exclusive use and occupancy of the leased premises which shall include occasional accommodation of Lessee's guests or visitors and with the consent of Management may include care of foster children; and

9. To assess appropriate charges, counsel with families and enforce the lease with each Lessee so that all residents may live in a decent, safe and sanitary neighborhood.

XI. ABANDONMENT: If Lessee is absent from the leased premises for a period of 30 days or more without explanation, contact and/or payment of the rent or utilities when rent and/or utilities are a condition of the Lease, the premises shall be considered abandoned by Management. In the event of such abandonment under any of the foregoing circumstances, Management shall post written notice at the premises requiring Lessee to pay the rent and/or utilities when rent and/or utilities are a condition of the Lease, within 30 days or, if the rent and/or utilities are not a condition of the Lease, respond in writing within 30 days stating he/she has not abandoned the

premises. If the rent and/or utilities are a condition of the Lease and are not paid by Lessee within 30 days after posting of the notice, or if Lessee fails to respond in writing within 30 days after posting of the notice when rent and/or utilities are not a condition of the Lease, Management shall consider the premises abandoned and shall take possession thereof and the right of the Lessee to possession of the premises shall terminate. Upon regaining possession of the premises, Management may take, dispose of or otherwise remove Lessee's personal property situate in the premises without incurring any liability to Lessee or other person by complying with the provisions of Chapter 37, Article 6, Sections 6 (c), (d) and (e) of the West Virginia Code, as amended.

XII. DEFECTS HAZARDOUS TO LIFE, HEALTH OR SAFETY:
In the event that the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safely of the occupants, it is agreed that the following terms and conditions apply:

1. Lessee shall immediately notify Management of the damages.

2. Management shall be responsible for repair of the unit within a reasonable time. Lessee is responsible for all damages other than those caused by normal wear and tear and acts of God, including damages caused by Lessee, household members or guests and agrees to pay for the reasonable cost of such repairs;

3. Management shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time; and

4. Provision shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value as a dwelling in the event repairs are not made in accordance with paragraph (2) of this section or alternative accommodations are not provided in accordance with paragraph (3) of this section, except that no abatement of rent shall occur if Lessee rejects the alternative accommodations or if the damage was caused by Lessee, or Lessee's household or guests.

XIII. PRE-OCCUPANCY AND PRE-TERMINATION INSPECTIONS: Both Management and Lessee (or his/her representative) shall be obliged to inspect the premises prior to commencement of occupancy by Lessee. Management will furnish Lessee with a "Unit Inspection Form" describing the condition of the premises, the dwelling unit, and the equipment provided with unit. Management and Lessee shall sign "The Inspection Form", and Management shall retain a copy. At the termination of occupancy, and at the appointed time, Management shall inspect the premises and compile a comprehensive listing of any damage to the unit which is the basis for charges against the security deposit and the estimated dollar cost of repairing such damage. Lessee shall, at that time, have the right to inspect the premises to ascertain the accuracy of such listing. If Lessee shall refuse to sign such listing, he/she shall state specifically, in writing, the items on the list to which he/she so dissents, and he/she shall sign a statement of dissent on the "Unit Inspection Form." If Lessee does not attend the move-out inspection, then he/she forfeits any right of objection and accepts Management's cost estimate to restore the unit to its original condition. Management reserves the right to videotape or photograph the unit at or near the time of move-in and move-out, and during occupancy as necessary to document unit damage or condition. Lessee hereby consents to such documentation.

XIV. ENTRY OF PREMISES DURING TENANCY: Management may enter premises during Lessee's possession thereof under the following circumstances:

1. Management shall, upon reasonable advance notification to Lessee, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing Management's routine inspections and maintenance, for making improvements or repairs, or for the control of insects. Reasonable advance notice shall be defined as follows:

   a. General notices of two days will be provided whenever it is necessary to enter several apartments and the date and time cannot be specific.

   b. Request for a management generated work order as a result of Preventive Maintenance/ Housekeeping/Pest Control Inspection at which

a copy of the Inspection informs Lessee, shall constitute reasonable advance notice. Any follow-up with maintenance work, housekeeping, and/or pest control where the resident was informed by a copy of the Inspection shall constitute reasonable advance notice.

c. A knock on a Lessee's door and verbal consent to enter after such request shall constitute reasonable notice.

d. A work order requested by a Lessee shall constitute reasonable advance notice and the staff involved in the performance of the work order shall have the right of entry to perform the work order whether or not Lessee is at home.

e. When a Lessee has given notice of plans to move, staff may enter to show the unit to a prospective resident during workday hours of 8:00 am - 4:30 p.m. Notice of plans to move Lessee constitutes advance notice that the unit may be shown.

f. If Lessee moves before the Lease terminates, staff shall enter and prepare the unit for re-occupancy without notice.

2. Management may enter the premises at any time without advance notification when there is a reasonable cause to believe that an emergency, a hazard, reports of property damage or severe sanitation issues, or eminent threat exists.

3. In the event that Lessee and adult members of the household are absent from premises at the time of entry, Management shall leave on the premises a written statement specifying the date, time, and purpose of entry prior to leaving the premises, except in those instances where prior approval has been given by Lessee.

XV. NOTICE PROCEDURES:

1. Except as provided in Section XIV, all notices to Lessee shall be in writing and delivered to Lessee or to a responsible adult member of Lessee's household residing in the dwelling unit or sent by prepaid first-class mail properly addressed to Lessee.

2. Notice by Lessee to Management shall be in writing and delivered or mailed to the Management Office.

3. Notice to Vacate shall comply with all applicable State and local laws.

4. Return receipt for delivery of registered or certified mail shall be sufficient evidence that notice was given, whether signed or unsigned, if it demonstrates that the Lessee was notified of attempted delivery. Management shall consider the non-return of a first class mailing as receipt. Lessee agrees that in the absence of a forwarding address being submitted to Management in writing, Lessee’s address indicated above shall serve as Lessee’s last known address for purposes of the laws this State or Federal law.

5. Lessee agrees to give Management a minimum of 30-days written notice of his/her intent to vacate the premises.

XVI. TERMINATION OF LEASE: Management shall not terminate or refuse to execute a new lease except where Lessee has failed to live up to the terms and condition of the Lease resulting in severe or repeated violation of material terms of the Lease. Severe violation of the Lease includes, but is not limited to: failure to pay rent or other charges due Management within 30-days of the date due; disturbances resulting in police visits and/or subsequent arrests of Lessee, family members or guests; violation of the “One Strike and You’re Out” criteria; criminal or other activity by a member of the household domestic that threatens the health or safety of other residents or Management employees; domestic or other physical violence disturbances and/or subsequent arrests, documented, repetitive violations for serious unsanitary housekeeping conditions resulting in unsafe conditions and/or infestation; failure to comply with annual recertification requirements, and failure to comply with community service requirements.

Management shall give not less than 30-days' prior notice in writing hand-delivered to Lessee or by pre-paid first class mail, of termination of the Lease, or a reasonable time in the case of the creation or maintenance of a threat to the health or safety of other residents or Management employees but not to exceed 30 days, or--in case of nonpayment of rent, Management shall give 14 days' Notice to Vacate the Premises, and any other notice and demand for payment is specifically waived by Lessee. Management agrees that the notice of termination to Lessee shall state the reason for the termination, shall inform Lessee of his/her right to make such reply as he/she may wish, of his/her right to request a hearing in accordance with Management's grievance procedure, and to examine Management documents directly relevant to the termination or eviction.

At Management's discretion (based on seriousness and repetitive occurrences of the breach), if the breach of the Lease causing the termination notice is remediable and Lessee adequately remedies the breach prior to the expiration of the date in the notice, then the Lease will not terminate. Remedies effectuated by Lessee after 14 days will have no effect upon the termination notice. If substantially the same act or omission, which constituted a prior non- compliance, of which notice was given, recurs within 6 months, Management may terminate the Lease upon at least 30-days written notice specifying the breach and the date of termination of the lease agreement. Lessee agrees to vacate the premises in good order and repair, whenever and for whatever reason the Lease is terminated. At the time of lease termination, all charges, including rent and maintenance charges, shall become due and collectible.

In case of Lessee's desire to move at renewal of the one-year lease, Lessee must contact the Management Office a minimum of 30 days prior to expiration to obtain instruction and an appointment for move-out, and to obtain proper notice forms required. Lessee is liable for a minimum of thirty days of rent and utilities where applicable, from the day the notice is received by Management regardless of the date of move-out. Lessee agrees to remove all personal property, which if not removed, will be subject to either the Abandonment procedures in compliance with Chapter 37, Article 6, Sections 6 (c), (d), and (e) of the West Virginia Code, as amended, or disposal by Management if so authorized by the Lessee.

If Lessee desires to move prior to renewal of any 12-month lease term, Lessee shall give a written notice to Management at least 30 days prior to the first day of the month in which Lessee intends to move. The end of occupancy shall be on the last day of the month in which Lessee intends to move, subject to the aforesaid 30-day notice. Management may, at its sole discretion, accept possession of the leased premises prior to the last day of the month in appropriate cases (i.e., death of Lessee, employment transfers, etc.). Moving prior to a lease renewal term in violation of the foregoing requirements, shall constitute a breach of the Lease and result in forfeiture of the security deposit.

XVII. GRIEVANCE PROCEDURES: All grievances or appeals arising under this Lease shall be processed and resolved pursuant to the grievance procedure of Management which is in effect at the time such grievance or appeal arises, and which procedure is posted in the Management Office and incorporated herein by reference.

XVIII. CHANGES:

1. Posting of policies, rules and regulations, changes therein, and schedules of special charges for services, repairs, utility allowances, and rules and regulations which are incorporated in this Lease (by attachment or reference) shall be publicly posted in a conspicuous manner in the Management Office and shall be furnished to Lessee upon request. Such schedules, rules and regulations may be modified from time to time by Management provided that Management shall give at least a 30- day written notice to Lessee setting forth the proposed modification, the reason therefore, and providing Lessee an opportunity to present written comments which shall be taken into consideration by Management prior to the proposed modifications becoming effective. A copy of such notice shall be posted in the Management or Maintenance Offices, in the Central Office, and any community spaces.

2. Nothing shall preclude Management from modifying this Lease to take into account revised provisions of law or governmental action.

XVIII. NON-WAIVER: Neglect or refusal of Management at any time to use any of its rights or remedies under this Lease shall not be a waiver of its right and privilege to take advantage of each and every such right and remedy whenever and as often as any ground may therefore arise.

XIX. SEVERABILITY: If any provision of this Lease is declared illegal or void in a judicial proceeding, the remaining provisions herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement,

this _____ day of _____.

LESSEE:

By: _____

CHARLESTON HOUSING

By: _____
Director of Housing

In the presence of:

_____
_____
_____
_____
_____
_____
_____
__

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation of any Department or Agency of the United States as to any matter within its jurisdiction!

I have read the information contained in this lease and/or has been explained to me and I understand its contents.

Signed: _____

Witness: _____

SCHEDULE 1

1. Property Receipt:

1 Refrigerator Serial No. _____

1 Kitchen Range Serial No._____ _____

_____ Door Screens

_____ Window Screens

_____ Shades and Curtain Rods

Signed: _____

_____

Date: _____

2. Resident's Handbook Receipt:

I have received a copy of the Resident's Handbook for this development. I understand that I should use it as a reference for helpful information, and I understand that it is a part of my dwelling lease by reference.

Signed: _____

_____

Witness: _____

CHARLESTON HOUSING
ORCHARD MANOR REPLACEMENT HOUSING PLAN (RHP)
APRIL 24, 2003

Reference is made to Notice PIH 2003-10 (HA) issued April 4, 2003 by the Dept. of Housing and Urban Development (copy attached) which provides instructions relative to Replacement Housing Plans.

Charleston Housing was awarded Replacement Housing funds subsequent to a 1998 HOPE VI Demolition Grant for Orchard Manor (230 of the 360 units were razed). Three (3) of the five (5) years of the Replacement Housing funds that have been received are described as follows:

Repl. Hsg. Funds	Award Amount	Contract Begin	Obligation Deadline	Expend Deadline	Amount Obligated
FY 2000	$669,283	12/04/00	09/30/02	09/30/03	$669,283
FY 2001	$682,980	05/22/01	06/30/03	06/30/04	$212,257
FY 2002	$651,216	06/20/02	05/31/04	05/31/05	-0-

In view of the above, the next two (2) years of funding are estimated as follows:

FY 2003	$651,216	06/30/03	06/30/05	06/30/06	-0-
FY 2004	$651,216	06/30/04	06/30/06	06/30/07	-0-

Based on the above actuals and projections, the value of the Replacement Housing funds for five years will equal $3,305,911. The amount obligated from FY 2000 and FY 2001 funds ($669,283 and $212,257) have been expended for the construction of six (6) new fully handicapped accessible units on site at Orchard Manor (1-BR and 1-BR duplex, 2-BR and 3-BR duplex, and 2-BR and 3-BR duplex – all one story brick construction with off-street parking). Occupancy of these units was achieved this month (April, 2003).

There remains $470,723 ($682,980 - $212,257) of FY 2001 replacement housing funds to be obligated by 06/30/03. Plans and specs are being put out to bid this week for the construction of 4 new units (two 2-story townhouse duplexes each consisting of a 2-BR and 3-BR unit) which is expected to obligate the balance of the FY 2001 funds and probably $100,000 or so of the FY 2002 funds.

The anticipated Replacement Housing Plan for the balance of the 1st five-years funding is to construct additional 2-story townhouse duplexes having 2-BR and 3-BR units and one more handicapped accessible duplex having two 2-BR units. It is expected that the remaining funds will provide for the construction of 12 more units which when completed would provide for a total of 152 units on-site at Orchard Manor (130 existing units, 6 new handicapped units, 4 family units going to bid, and 10 family units and 2 handicapped units to be built with remaining funds); this also would provide for at least

5% of the total units being handicapped accessible (152 units x 5% = 7.6). Long range plans include the complete rehabilitation of the existing townhouse units to complement the new units and to increase their overall marketability, functionality, and appearance; funding for this will come from Capital Improvement funds over a long period of time (i.e., 10 years) and/or perhaps even from exploring the possibility of converting units from public housing to project-based Sec. 8 whereby the Sec. 8 contract(s) could be utilized as leverage to borrow additional capital improvement funds to perform the major rehabilitation over a shorter period of time.

HUD Notice PIH 2003-10 (HA) indicates that a PHA may receive funding for an additional 5 years if it will be leveraging substantial additional funding from sources other than public housing funds; such leveraging must be evidenced by a firm commitment of substantial additional funds. "Substantial leveraging" is further defined within the Notice as a sum equal to at least one-third (1/3) of the Replacement Housing funds received in the first 5 years (i.e., $3,305,911 projected funds for first 5 years x 1/3 = $1,101,971).

The timing of the submission for a 2nd five years funding appears to be after the fifth year of the 1st five years funding (or in the case of Charleston Housing in FY 2005 since our 1st five years funding began in FY 2000; however, some clarification from HUD may be needed in this regard).

Charleston Housing is planning to submit an application in FY 2003 for a HOPE VI Revitalization Grant for Washington Manor (another older public housing development consisting of 301 units in the downtown area of the city of Charleston). If an application in this regard is submitted and if the application is successful, the plan would be to utilize the 2nd five years Replacement Housing funding for Orchard Manor to leverage non-public housing sources (i.e., low income housing tax credits) to provide additional affordable housing units in the Charleston area; this could be accomplished in conjunction with developing housing and leveraging monies for the HOPE VI dollars.

In the event that HOPE VI would not become a reality, Charleston Housing will still proceed to look for non-public housing sources to leverage in connection with the 2nd five years Orchard Manor Replacement Housing funding to either construct new affordable units on-site and/or off-site (i.e., the vacant land owned by Charleston Housing near Jarrett Terrace).

RECAP of Replacement Housing Plans:

1st five years funding: Continue to build new units at Orchard Manor as outlined above.

2nd five years funding: Provide leveraging of non-public housing sources via low income housing tax credits to secure 2nd five year funding and build new affordable units on-site and/or off-site, perhaps even in tandem with a HOPE VI for another project thereby creating a broader "big picture" for providing affordable units for low, moderate, and market-rate clients.

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Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15P00150100	**2000**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [ ] Performance and Evaluation Report for Program Year End

[X] Final Performance and Evaluation Report 09/30/03

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (2)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management Improvements	$70,000.00	$0.00	$0.00	$0.00
4	1410	Administration	$200,000.00	$0.00	$0.00	$0.00
5	1411	Audit	$0.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$190,000.00	$0.00	$0.00	$0.00
8	1440	Site Acquistion	$0.00	$0.00	$0.00	$0.00
9	1450	Site Improvement	$139,247.00	$21,480.00	$21,480.00	$21,480.00
10	1460	Dwelling Structures	$1,398,132.00	$2,022,914.00	$2,022,914.00	$2,022,914.00
11	1465.1	Dwelling Equipment-Nonexpendable	$193,559.00	$193,559.00	$193,559.00	$193,559.00
12	1470	Nondwelling Structures	$0.00	$12,985.00	$12,985.00	$12,985.00
13	1475	Nondwelling Equipment	$60,000.00	$0.00	$0.00	$0.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1495.1	Relocation Costs	$0.00	$0.00	$0.00	$0.00
17	1498	Mod Used for Development	$0.00	$0.00	$0.00	$0.00
18	1502	Contingency (may not exceed 8% of 16)	$0.00	$0.00	$0.00	$0.00
19	**Amount of Annual Grant (Sum of lines 2-15)**		$2,250,938.00	$2,250,938.00	$2,250,938.00	$2,250,938.00
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date **Mark E. Taylor, Acting Executive Director**
X Date:

Signature of Public Housing Director or Office of Native American Programs Administrator
X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____
52837-1.98 Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2000

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
Washington Manor WV 1-1	a. Repair brick on 4 story buildings	1460	4 @ $3,500.00	$14,000.00	$0.00	$0.00	$0.00	N/A
	b. Repair stair nosing	1460	25 @ $400.00	$10,000.00	$0.00	$0.00	$0.00	N/A
	c. Inclose bottom of stairways	1460	15 @ $11,445.74	$171,686.00	$0.00	$0.00	$0.00	N/A
	d. Renovate bathrooms	1460	100 @ $3,000.00	$300,000.00	$287,336.00	$287,336.00	$287,336.00	Complete
	e. Plaster Repair	1460	1 Lot	$0.00	$107,194.00	$107,194.00	$107,194.00	Complete
	SUBTOTAL			$495,686.00	$394,530.00	$394,530.00	$394,530.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Littlepage Terrace WV 1-2	a. Plaster Repair	1460	40@$2099.58	$83,983.00	$32,471.00	$32,471.00	$32,471.00	Complete
	b. Window Replacement	1460	1600	$0.00	$280,777.00	$280,777.00	$280,777.00	Complete
	SUBTOTAL			$83,983.00	$313,248.00	$313,248.00	$313,248.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Orchard Manor WV 1-3	a. Install Playpod	1450	1 lot	$0.00	$9,619.00	$9,619.00	$9,619.00	Complete
	b. EM Building repair	1460	1 lot	$0.00	$14,176.00	$14,176.00	$14,176.00	Complete
	Note: Total is not included on summary sheet							
	SUBTOTAL			$0.00	$23,795.00	$23,795.00	$23,795.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4	a. Renovate all dwelling unit entrance doors to incl. a new dead-bolt, lever set passage lock, brass kick plate and peep holes	1460	100 x $400.00	$40,000.00	$44,169.00	$44,169.00	$44,169.00	Complete
	SUBTOTAL			$40,000.00	$44,169.00	$44,169.00	$44,169.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Jarrett Terrace WV 1-5	a. Renovate all dwelling unit entrance doors to include a new dead-bolt lock, lever set passage lock, brass kick plates and peep-holes	1460	100 @ $400.00	$40,000.00	$34,276.00	$34,276.00	$34,276.00	Complete
	b. Convert 10 studio apts. to 6 one bedroom apts.	1460	6 @ $36,000	$216,000.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$256,000.00	$34,276.00	$34,276.00	$34,276.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
Hillcrest Oakhurst Villages WV 1-7	a. Repair Flashing along fire walls	1460	26 @ $1,950.00	$50,700.00	$69,860.00	$69,860.00	$69,860.00	Complete
	b. Install security lighting	1460	147 @ $497.00	$73,059.00	$129,045.00	$129,045.00	$129,045.00	Complete
	SUBTOTAL			$123,759.00	$198,905.00	$198,905.00	$198,905.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
South Park Village WV 1-8	a. Install Control fence	1450	3,434 LN/FT @ $51.75	$177,710.00	$0.00	$0.00	$0.00	N/A
	b. Replace existing closet doors	1460	87 @ 2298.95	$200,000.00	$38,390.00	$38,390.00	$38,390.00	Complete
	SUBTOTAL			$377,710.00	$38,390.00	$38,390.00	$38,390.00	

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Carroll Terrace	a. Replace sliding glass door in Comm.Room	1460	3 @ $3,000	$9,000.00	$2,531.00	$2,531.00	$2,531.00	Complete
WV 1-11	b. Renovate all dwelling unit entrance doors to include a new dead-bolt lock, lever set passage lock, brass kick plates and peep-holes	1460	199 @ $400.00	$79,600.00	$125,564.00	$125,564.00	$125,564.00	Complete
	c. Replace heat boilers	1465.1	2 @ $80,000.00	$160,000.00	$193,559.00	$193,559.00	$193,559.00	Complete
	d. Replace Kitchen Cabinets	1460	199	$0.00	$454,860.00	$454,860.00	$454,860.00	Complete
	SUBTOTAL			$248,600.00	$776,514.00	$776,514.00	$776,514.00	

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Annual Statement/Performance and Evaluation Report

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U.S. Department of Housing and Urban Development

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lippert Terrace WV 1-23	include a new dead-bolt lock, lever set passage lock, brass kick plates and peep-holes	1460	112 @ $600.00	$67,200.00	$79,250.00	$79,250.00	$79,250.00	Complete
	b. Renovation of Kitchens Cabinets	1460	112	$0.00	$276,010.00	$276,010.00	$276,010.00	Complete
	SUBTOTAL			$67,200.00	$355,260.00	$355,260.00	$355,260.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2000

Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13	a. No Work Planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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U.S. Department of Housing and Urban Development

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2000

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
Piedmont Coal Branch WV 1-14	a. No Work Planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
Scattered Sites WV 1-20	a. Replace HVAC equipment at Shaw Street	1460	8 @ $3,500.00	$28,000.00	$47,005.00	$47,005.00	$47,005.00	Complete
	SUBTOTAL			$28,000.00	$47,005.00	$47,005.00	$47,005.00	

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Annual Statement/Performance and Evaluation Report
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2000

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE FEES & COSTS	a. A & E Services & consulting	1430	1 Lot @ $190,000.00	$190,000.00	$0.00	$0.00	$0.00	N/A
	b. Hope VI A&E / Consulting	1430	1 lot	$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$190,000.00	$0.00	$0.00	$0.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE MANAGEMENT IMPROVEMENTS	a. Staff Training	1408		$10,000.00	$0.00	$0.00	$0.00	N/A
	b. Marketing/Advertising	1408		$60,000.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$70,000.00	$0.00	$0.00	$0.00	

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Administration	a. Salaries of Modernization Coordinator (100%) Dept. Secretary (100%) Div. Secretary (50%) Director of Maintenance & Development (25%) Director of Spec. Projects (100%) Spec. Projects Secretary (100%) Director of Finance & Admin (5%) Executive Director (5%)	1410	4.85 Employees	$200,000.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$200,000.00	$0.00	$0.00	$0.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2000

Development Number/Name HA Wide Activity	General Description of	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (2)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Operations	No Work			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (2)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Nondwelling	a. Equipment	1475	1	$60,000.00	$0.00	$0.00	$0.00	N/A
	b. EM gas line repairs	1450	1	$0.00	$11,861.00	$11,861.00	$11,861.00	Complete
	c. Maintenance Facility	1470	1	$0.00	$12,985.00	$12,985.00	$12,985.32	Complete
	d. Seal & stripe parking lots at 1-1, 1-2, 1-3, 70, 7H & 1-8	1450	1	$10,000.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$70,000.00	$24,846.00	$24,846.00	$24,846.32	

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Annual Statement/
Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15P00150101	**2001**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [X] Performance and Evaluation Report for Program Year End 09/30/03

[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management Improvements	$70,000.00	$111,792.00	$111,792.00	$76,974.00
4	1410	Administration	$200,000.00	$245,233.00	$245,233.00	$185,580.00
5	1411	Audit	$0.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$190,000.00	$290,422.00	$290,422.00	$269,837.00
8	1440	Site Acquistion	$0.00	$0.00	$0.00	$0.00
9	1450	Site Improvement	$0.00	$101,374.00	$101,374.00	$101,374.00
10	1460	Dwelling Structures	$1,732,049.00	$1,329,430.00	$1,329,430.00	$906,280.00
11	1465.1	Dwelling Equipment-Nonexpendable	$0.00	$147,112.00	$147,112.00	$147,112.00
12	1470	Nondwelling Structures	$0.00	$38,779.00	$38,779.00	$38,779.00
13	1475	Nondwelling Equipment	$104,800.00	$32,707.00	$32,707.00	$32,707.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1495.1	Relocation Costs	$0.00	$0.00	$0.00	$0.00
17	1498	Mod Used for Development	$0.00	$0.00	$0.00	$0.00
18	1502	Contingency (may not exceed 8% of 16)	$0.00	$0.00	$0.00	$0.00
19	**Amount of Annual Grant (Sum of lines 2-15)**		**$2,296,849.00**	**$2,296,849.00**	**$2,296,849.00**	**$1,758,643.00**
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

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Signature of Executive Director and Date **Mark E. Taylor, Acting Executive Director**

X Date:

Signature of Public Housing Director or Office of Native American Programs Administrator

X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____

52837-1.98

Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Washington Manor WV 1-1	a. Renovate Bathrooms	1460	150	$352,981.00	$52,955.00	$52,955.00	$52,955.00	Complete
	b. Repair Stucco	1460	1 LOT	$5,000.00	$10,360.00	$10,360.00	$0.00	Complete
	c. Replace Stairwell Drains	1460	10	$5,000.00	$0.00	$0.00	$0.00	N/A
	d. Bonds/Insurance	1460	1	$0.00	$9,964.00	$9,964.00	$9,964.00	Complete
	SUBTOTAL			$362,981.00	$73,279.00	$73,279.00	$62,919.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Littlepage Terrace WV 1-2	a. Window Replacement	1460	750	$311,520.00	$188,436.00	$188,436.00	$188,436.00	Complete
	b. Wade pool upgrades	1460	1 lot	$0.00	$16,490.00	$16,490.00	$0.00	Complete
	SUBTOTAL			$311,520.00	$204,926.00	$204,926.00	$188,436.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development **2001**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Orchard Manor WV 1-3	a. Install Canopies	1460	40	$263,304.00	$0.00	$0.00	$0.00	N/A
	b. Install Site Marque	1475	1	$4,800.00	$0.00	$0.00	$0.00	N/A
	c. Install Apt. Identification	1460	130	$19,500.00	$0.00	$0.00	$0.00	N/A
	d. Playpod	1450	1	$0.00	$0.00	$0.00	$0.00	N/A
	e. EM Gas line repair	1450	1	$0.00	$1,794.00	$1,794.00	$1,794.00	Complete
	SUBTOTAL			$287,604.00	$1,794.00	$1,794.00	$1,794.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4	a. Install Site Marque	1475	1	$4,000.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$4,000.00	$0.00	$0.00	$0.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Jarrett Terrace WV 1-5	a. Install Site Marque	1475	1	$4,000.00	$0.00	$0.00	$0.00	N/A
	b. Replace Ranges	1465	1	$0.00	$23,055.00	$23,055.00	$23,055.00	Complete
	SUBTOTAL			$4,000.00	$23,055.00	$23,055.00	$23,055.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Hillcrest Oakhurst Villages WV 1-7	a. Install Site Marque	1475	2	$9,600.00	$0.00	$0.00	$0.00	N/A
	b. Install Unit Identifications	1460	104	$15,600.00	$0.00	$0.00	$0.00	N/A
	c. Parking lot upgrade	1450	1 lot	$0.00	$79,345.00	$79,345.00	$79,345.00	Complete
	SUBTOTAL			$25,200.00	$79,345.00	$79,345.00	$79,345.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
South Park Village WV 1-8	a. Install Site Marque	1475	1	$4,800.00	$0.00	$0.00	$0.00	N/A
	b. Install Unit Identifications	1460	84	$12,600.00	$0.00	$0.00	$0.00	N/A
	c. Em. Culvert Upgrade	1450	1	$0.00	$43.00	$43.00	$43.00	In Progress
	SUBTOTAL			$17,400.00	$43.00	$43.00	$43.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Carroll Terrace WV 1-11	a. Renovate Bathrooms	1460	40	$144,000.00	$0.00	$0.00	$0.00	N/A
	b. Install Site Marque	1475	1	$4,000.00	$0.00	$0.00	$0.00	N/A
	c. EM HVAC Replacement	1465	1 lot	$0.00	$2,350.00	$2,350.00	$2,350.00	Complete
	d. Em. Balcony Upgrade	1460	1 lot	$0.00	$506,100.00	$506,100.00	$506,100.00	In Progress
	SUBTOTAL			$148,041.00	$508,450.00	$508,450.00	$508,450.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lippert Terrace WV 1-23	a. Replace Carpet in Dwelling Units	1460	112	$152,944.00	$90,548.00	$90,548.00	$90,548.00	Complete
	b. Install Site Marque	1475	1	$4,000.00	$0.00	$0.00	$0.00	N/A
	c. Renovate Bathrooms	1460	55	$302,500.00	$0.00	$0.00	$0.00	N/A
	d. Em. Balcony Upgrade	1460	1 lot	$0.00	$446,700.00	$446,700.00	$50,400.00	In Progess
	SUBTOTAL			$459,444.00	$537,248.00	$537,248.00	$140,948.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13	a. No Work Planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Piedmont Coal Branch WV 1-14	a. No Work Planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Scattered Sites WV 1-20	a. Install Site Marquee	1475	2	$9,600.00	$0.00	$0.00	$0.00	N/A
	b. Install Dwelling Unit Identification	1460	36	$5,700.00	$0.00	$0.00	$0.00	N/A
	c. EM Roof 4th/Baird	1460	1 lot	$0.00	$7,877.00	$7,877.00	$7,877.00	Complete
	SUBTOTAL			$15,300.00	$7,877.00	$7,877.00	$7,877.00	

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Annual Statement/Performance and Evaluation Report **U.S. Department of Housing** **2001**

Comprehensive Grant Program (CGP) Part II: Supporting Pages **and Urban Development**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE FEES & COSTS	a. A & E Services	1430	1	$190,000.00	$270,622.00	$270,622.00	$250,037.00	Complete
	b. H6 A&E Consulting	1430	1	$0.00	$0.00	$0.00	$0.00	N/A
	c. Management Hous Study	1430	1	$0.00	$19,800.00	$19,800.00	$19,800.00	Complete
	SUBTOTAL			$190,000.00	$290,422.00	$290,422.00	$269,837.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE MANAGEMENT IMPROVEMENTS	a. Staff Training	1408	1	$10,000.00	$1,150.00	$1,150.00	$1,150.00	Complete
	b. Marketing/Advertising Salary	1408	1	$60,000.00	$52,573.00	$52,573.00	$38,742.00	Complete
	c. Marketing/Advertising Fringes	1408	1	$0.00	$41,453.00	$41,453.00	$23,993.00	Complete
	d. Marketing/Advertising other	1408	1	$0.00	$16,616.00	$16,616.00	$13,089.00	Complete
	SUBTOTAL			$70,000.00	$111,792.00	$111,792.00	$76,974.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Administration	a. Salaries/Fringes Coordinator (100%) Special Projects Technical Assistant (100%) Director of Management & Maintenance Development (10%) Director of Spec. Projects (100%) Spec. Projects Secretary (100%) Director of Finance & Admin (5%) Executive Director (5%)	1410	4.85 Employees	$200,000.00	$128,358.00	$128,358.00	$120,418.00	Complete
	b. Fringe Benefits	1410	4.85 Employess	$0.00	$116,875.00	$116,875.00	$65,162.00	In Progress
	SUBTOTAL			$200,000.00	$245,233.00	$245,233.00	$185,580.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin
and Urban Development
Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Operations	No Work			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Nondwelling	a. Equipment	1475	1	$60,000.00	$32,707.00	$32,707.00	$32,707.00	Complete
	b. EM Playground upgrade	1450	1	$0.00	$20,192.00	$20,192.00	$20,192.00	Complete
	c. Security camera upgrade	1465	1	$0.00	$121,707.00	$121,707.00	$121,707.00	Complete
	d. Admin. lighting/ceiling upgrade	1470	1	$0.00	$24,281.00	$24,281.00	$24,281.00	Complete
	e. Maintenance Facility	1470	1	$0.00	$14,498.00	$14,498.00	$14,498.00	Complete
	SUBTOTAL			$60,000.00	$213,385.00	$213,385.00	$213,385.00	

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Annual Statement/
Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15P00150102	**2002**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [X] Performance and Evaluation Report for Program Year End
[ ] Final Performance and Evaluation Report 09/30/03

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management Improvements	$70,000.00	$70,000.00	$70,000.00	$310.00
4	1410	Administration	$200,000.00	$200,000.00	$200,000.00	$0.00
5	1411	Audit	$0.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$190,000.00	$35,509.00	$35,509.00	$0.00
8	1440	Site Acquistion	$0.00	$0.00	$0.00	$0.00
9	1450	Site Improvement	$399,500.00	$628,655.00	$400,000.00	$110,000.00
10	1460	Dwelling Structures	$1,257,743.00	$1,178,359.00	$31,359.00	$7,037.00
11	1465.1	Dwelling Equipment-Nonexpendable	$2,500.00	$7,220.00	$0.00	$0.00
12	1470	Nondwelling Structures	$0.00	$0.00	$0.00	$0.00
13	1475	Nondwelling Equipment	$60,000.00	$60,000.00	$60,000.00	$0.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1495.1	Relocation Costs	$0.00	$0.00		$2,570.00
17	1498	Mod Used for Development	$0.00	$0.00	$0.00	$0.00
18	1502	Contingency (may not exceed 8% of 16)	$0.00	$0.00	$0.00	$0.00
19	**Amount of Annual Grant (Sum of lines 2-15)**		$2,179,743.00	$2,179,743.00	**$796,868.00**	**$119,917.00**
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

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Signature of Executive Director and Date **Mark E. Taylor, Acting Executive Director**
X Date:

Signature of Public Housing Director or Office of Native American Programs Administrator
X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____
52837-1.98 Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Washington Manor WV 1-1	a. Repair Stucco	1460	1 LOT	$5,000.00	$0.00	$0.00	$0.00	N/A
	b. Install Fencing	1450	3581 LF	$358,100.00	$0.00	$0.00	$0.00	N/A
	c. Light/Fan Upgrade	1460	795	$0.00	$35,000.00	$0.00	$0.00	Planned
	SUBTOTAL			$363,100.00	$35,000.00	$0.00	$0.00	

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Littlepage Terrace WV 1-2	a. Window Replacement	1460	750	$194,414.00	$0.00	$0.00	$0.00	N/A
	b. Light/Fan Upgrade	1460	465	$0.00	$23,000.00	$0.00	$0.00	Planned
	SUBTOTAL			$194,414.00	$23,000.00	$0.00	$0.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

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2002

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Orchard Manor WV 1-3	a. Install Canopies	1460	20	$181,807.00	$0.00	$0.00	$0.00	Planned
	b. Play pod/Ground	1450	1	$0.00	$187,255.00	$0.00	$0.00	Planned
	c. Unit Renovations	1460	10	$0.00	$800,000.00	$0.00	$0.00	Planned
	d. Em. Sewer Repair	1460	1	$0.00	$2,163.00	$2,163.00	$2,163.00	Complete
	e. Em. Gas Lines	1460	1	$0.00	$5,617.00	$5,617.00	$0.00	Planned
	SUBTOTAL			$181,807.00	$995,035.00	$7,780.00	$2,163.00	

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Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4	a. No work planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Jarrett Terrace WV 1-5	a. No work planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Hillcrest Oakhurst Villages WV 1-7	a. Install Fencing	1450	800 LF	$41,400.00	$41,400.00	$0.00	$0.00	Planned
	b. Em. Gutter Repair	1460	1	$0.00	$1,360.00	$1,360.00	$1,360.00	Complete
	SUBTOTAL			$41,400.00	$42,760.00	$1,360.00	$1,360.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
South Park Village WV 1-8	a. No work planned			$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$0.00	$0.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

52837-99

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Carroll Terrace WV 1-11	a. Renovate Bathrooms	1460	80	$144,000.00	$0.00	$0.00	$0.00	N/A
	b. Renovate Kitchens	1460	60	$215,025.00	$0.00	$0.00	$0.00	N/A
	c. Balcony Renovations	1460	1	$0.00	$80,000.00	$0.00	$0.00	In Progress
	SUBTOTAL			$359,025.00	$80,000.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Lippert Terrace WV 1-23	a. Renovate Bathrooms	1460	55	$302,500.00	$0.00	$0.00	$0.00	N/A
	b. Renovate Kitchens	1460	55	$196,275.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL			$498,775.00	$0.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13	a. Replace Ranges	1465	8	$2,500.00	$7,220.00	$0.00	$0.00	Planned
	SUBTOTAL			$2,500.00	$7,220.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Piedmont Coal Branch WV 1-14	a. HVAC	1460	36	$0.00	$76,000.00	$0.00	$0.00	Planned
	SUBTOTAL			$0.00	$76,000.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Scattered Sites WV 1-20	a. Renovate Bathrooms	1460	36	$18,722.00	$66,500.00	$0.00	$0.00	Planned
	b. Renovate Kitchens	1460	36	$0.00	$66,500.00	$0.00	$0.00	Planned
	SUBTOTAL			$18,722.00	$133,000.00	$0.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE FEES & COSTS	a. A & E Services	1430	1	$190,000.00	$35,509.00	$35,509.00	$0.00	In Progress
	SUBTOTAL			$190,000.00	$35,509.00	$35,509.00	$0.00	

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE MANAGEMENT IMPROVEMENTS	a. Staff Training	1408	1	$10,000.00	$10,000.00	$10,000.00	$310.00	In Progress
	SUBTOTAL			$10,000.00	$10,000.00	$10,000.00	$310.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Administration	a. Marketing Salaries	1408	1	$60,000.00	$32,692.00	$32,692.00	$0.00	Planned
	b. Marketing Fringes	1408	1	$0.00	$15,692.00	$15,692.00	$0.00	Planned
	c. Admin Salaries	1410	1	$134,228.00	$134,228.00	$134,228.00	$0.00	Planned
	d. Admin Fringes	1410	1	$65,772.00	$65,772.00	$65,772.00	$0.00	Planned
	e. Marketing/Adv.	1408	1	$0.00	$11,616.00	$11,616.00	$0.00	Planned
	SUBTOTAL			$260,000.00	$248,384.00	$248,384.00	$0.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Operations	No Work		$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	SUBTOTAL		$0.00					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE								
	a. Equipment	1475	1	$60,000.00	$60,000.00	$60,000.00	$0.00	Planned
	b. Camera Upgrade @ H/Rise	1460	1	$0.00	$12,882.00	$12,882.00	$0.00	Planned
	c. Em. Boiler Repair	1460	1	$0.00	$5,737.00	$5,737.00	$3,514.00	Complete
	d. Maintenance Building	1450	1	$0.00	$400,000.00	$400,000.00	$110,000.00	In Progress
	c. Em. Relocation SP Culvert	1460	1	$0.00	$3,600.00	$3,600.00	$2,570.00	Complete
	SUBTOTAL			$60,000.00	$482,219.00	$482,219.00	$116,084.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/
Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15P00150103	**2003**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [X] Revised Annual Statement/Revision Number [ ] Performance and Evaluation Report for Program Year End
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00			
3	1408	Management Improvements	$70,000.00			
4	1410	Administration	$200,000.00			
5	1411	Audit	$0.00			
6	1415	Liquidated Damages	$0.00			
7	1430	Fees and Costs	$125,370.00			
8	1440	Site Acquistion	$0.00			
9	1450	Site Improvement	$61,180.00			
10	1460	Dwelling Structures	$908,578.00			
11	1465.1	Dwelling Equipment-Nonexpendable	$368,335.00			
12	1470	Nondwelling Structures	$0.00			
13	1475	Nondwelling Equipment	$60,000.00			
14	1485	Demolition	$0.00			
15	1490	Replacement Reserve	$0.00			
16	1495.1	Relocation Costs	$0.00			
17	1498	Mod Used for Development	$0.00			
18	1502	Contingency (may not exceed 8% of 16)	$0.00			
19	**Amount of Annual Grant (Sum of lines 2-15)**		$1,793,463.00			
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date	Signature of Public Housing Director or Office of Native American Programs Administrator
Mark E. Taylor, Acting Executive Director X Date:	X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____

52837-1.98

Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Washington Manor WV 1-1	a.. Repair Stucco	1460	1	$5,000.00				
	b. Replace Clothes Line Poles	1450	301	$61,180.00				
	c. Plaster repairs	1460	125	$213,784.00				
	SUBTOTAL			$279,964.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Littlepage Terrace WV 1-2	a. No work planned							
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin **2003**

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Orchard Manor WV 1-3	a. Replace Storm Doors	1460	130	$104,000.00				
	b. Install A.C.	1465	130	$250,000.00				
	SUBTOTAL			$354,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin 2003

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4	a.No work planned							
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Jarrett Terrace WV 1-5	a. No work planned							
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin
and Urban Development
Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Hillcrest Oakhurst Villages WV 1-7	a. No work planned							
	SUBTOTAL			$0.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
South Park Village WV 1-8	a. Electrical Upgrades	1465	84	$118,335.00				
	SUBTOTAL			$118,335.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Carroll Terrace WV 1-11	a. Renovate Bathrooms	1460	80	$298,514.00				
	SUBTOTAL			$298,514.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development **2003**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lippert Terrace WV 1-23	No Work			$0.00				
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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52837-99

form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13	a. No work planned							
	SUBTOTAL			$0.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Piedmont Coal Branch WV 1-14	a. No Work Planned							
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development **2003**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Scattered Sites WV 1-20	a. Renovate Kitchens	1460	36	$126,000.00				
	b. Replace Floor Coverings	1460	36	$161,280.00				
	SUBTOTAL			$287,280.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development **2003**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE FEES & COSTS	a. A & E Services	1430	1	$125,370.00				
	SUBTOTAL			$125,370.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin **2003**

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE MANAGEMENT IMPROVEMENTS	a. Staff Training	1408	1	$10,000.00				
	b. Marketing/Advertising	1408	1	$60,000.00				
	SUBTOTAL			$70,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Administration	a. Salaries of Modernization Coordinator (100%) Special Projects Technical Assistant (100%) Director of Management & Maintenance Development (10%) Director of Spec. Projects (100%) Spec. Projects Secretary (100%) Director of Finance & Admin (5%) Executive Director (5%)	1410	4.85 Employees	$200,000.00				
	SUBTOTAL			$200,000.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin
and Urban Development
Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Operations	No Work			$0.00				
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PHA WIDE Nondwelling	a. Equipment	1475	1	$60,000.00				
	SUBTOTAL			$60,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement **2004**

Performance and Evaluation Report

Part III: Implementation Schedule

Comprehensive Grant Program (CGP)

U.S. Department Of Housing and Urban Development Office of Public and Indian Housing

Number/Name	Funds Obligated End of Quarter				Funds Expended End of Quarter		
	Original	Revised 3/	Actual 3/	Original	Revised 3/	Actual 3/	Reasons for Revised Target Dates 3/
WV 1-1	09/17/05			09/16/07			
Washington							
Manor							
WV 1-2	09/17/05			09/16/07			
Littlepage							
Terrace							
WV 1-3	09/17/05			09/16/07			
Orchard Manor							
WV 1-4	09/17/05			09/16/07			
Lee Terrace							
WV1-5	09/17/05			09/16/07			
Jarrett Terrace							
WV 1-7	09/17/05			09/16/07			
Oakhurst							
&							
Hillcrest	09/17/05			09/16/07			
Villages							
WV 1-8	09/17/05			09/16/07			
South Park							
Village							
WV 1-11	09/17/05			09/16/07			
Carroll Terrace							
WV 1-12	09/17/05			09/16/07			
Lippert Terrace							
WV 1-20	09/17/05			09/16/07			
Scattered							
Sites							
PHA Wide	9/17/2005			9/16/2007			
Management							

Signature of Executive Director	Date(mm/dd/yyyy)	Signature of Public Housing Director	Date (mm/dd/yyyy)

3/ To be completed at the end of the program year

form HUD-52837

Annual Statement/

Performance and Evaluation Report

Part I: Summary

Comprehensive Grant Program (CGP)

U. S. Department of Housing

and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority		**2004**

[X] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [ ] Performance and Evaluation Report for Program Year End

[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00			
3	1408	Management Improvements	$70,000.00			
4	1410	Administration	$200,000.00			
5	1411	Audit	$0.00			
6	1415	Liquidated Damages	$0.00			
7	1430	Fees and Costs	$190,000.00			
8	1440	Site Acquistion	$0.00			
9	1450	Site Improvement	$1,150,000.00			
10	1460	Dwelling Structures	$439,743.00			
11	1465.1	Dwelling Equipment-Nonexpendable	$0.00			
12	1470	Nondwelling Structures	$70,000.00			
13	1475	Nondwelling Equipment	$60,000.00			
14	1485	Demolition	$0.00			
15	1490	Replacement Reserve	$0.00			
16	1495.1	Relocation Costs	$0.00			
17	1498	Mod Used for Development	$0.00			
18	1502	Contingency (may not exceed 8% of 16)	$0.00			
19	**Amount of Annual Grant (Sum of lines 2-15)**		$2,179,743.00			
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date **Mark E. Taylor, Acting Executive Director**

X Date:

Signature of Public Housing Director or Office of Native American Programs Administrator

X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____

52837-1.98

Kenny Powell, Director of Special Projects

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U.S. Department of Housing and Urban Development **2004**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Washington Manor WV 1-1	a. Site Work	1450	1	$400,000.00				
	b. New Mail Room	1470	1	$35,000.00				
	SUBTOTAL			$435,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2004

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Littlepage Terrace WV 1-2	a. Roof Replacement	1460	10	$313,743.00				
	b. New Mail Room	1470	1	$35,000.00				
	SUBTOTAL			$348,743.00				

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U.S. Department of Housing and Urban Development **2004**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Orchard Manor WV 1-3	a. Site Works	1450	1	$250,000.00				
	SUBTOTAL			$250,000.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin 2004

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4	a.No work planned			$0.00				
	SUBTOTAL			$0.00				

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U.S. Department of Housin and Urban Development

Office of Public and Indian Housing

2004

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Jarrett Terrace WV 1-5	a. No work planned			$0.00				
	SUBTOTAL			$0.00				

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form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

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2004

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Hillcrest Oakhurst Villages WV 1-7	a. Site Work	1450	1 Lot	$250,000.00				
	SUBTOTAL			$250,000.00				

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
South Park Village WV 1-8	a. Site work	1450	1 Lot	$250,000.00				
	SUBTOTAL			$250,000.00				

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Carroll Terrace WV 1-11	a. No work planned			$0.00				
	SUBTOTAL			$0.00				

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Lippert Terrace WV 1-23	a. No work planned			$0.00				
	SUBTOTAL			$0.00				

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Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13	a. Replace HVAC	1460	8	$28,000.00				
	SUBTOTAL			$28,000.00				

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Piedmont Coal Branch WV 1-14	a. Replace HVAC	1460	11	$38,500.00				
	SUBTOTAL			$38,500.00				

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2004

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Scattered Sites WV 1-20	a. Replace HVAC	1460	17	$59,500.00				
	SUBTOTAL			$59,500.00				

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U.S. Department of Housing and Urban Development **2004**

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE FEES & COSTS	a. A&E Services	1430	1	$190,000.00				
	SUBTOTAL			$190,000.00				

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE MANAGEMENT IMPROVEMENTS	a. Staff Training	1408	1	$10,000.00				
	b. Marketing/Advertising	1408	1	$60,000.00				
	SUBTOTAL			$70,000.00				

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Annual Statement/Performance and Evaluation Report

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Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Administration	a. MOD Salaries /Fringes	1410	4.85	$200,000.00				
	SUBTOTAL			$200,000.00				

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U.S. Department of Housing and Urban Development
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Development Number/Name HA Wide Activity	General Description of	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Operations	a. No work planned			$0.00				
	SUBTOTAL			$0.00				

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

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2004

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE Nondwelling	a. Equipment	1475	1	$60,000.00				
	SUBTOTAL			$60,000.00				

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WV 1-1 WASHINGTON MANOR
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	150	$352,981.00
b. Repair Stucco	1 lot	$5,000.00
c. Replace Stairwell Drains	10	$5,000.00
Subtotal of Estimated Cost		$362,981.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Repair Stucco	1 Lot	$5,000.00
b. Install Fencing	3581 lf	$358,100.00
Subtotal of Estimated Cost		$363,100.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Repair Plaster	150	$300,000.00
b. Repair Stucco	1 lot	$5,000.00
c. Replace Clothes Line Poles	301	$61,180.00
Subtotal of Estimated Cost		$366,180.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Site Work	1	$400,000.00
b. New Mail Room	1	$35,000.00
Subtotal of Estimated Cost		$435,000.00

WV 1-2 LITTLEPAGE TERRACE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Window Replacement	750	$311,520.00
Subtotal of Estimated Cost		$311,520.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Window Replacement	750	$311,520.00
b. Install Play Pod	1	$55,400.00
Subtotal of Estimated Cost		$366,920.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. None		$0.00
Subtotal of Estimated Cost		$0.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Roof Replacement	10	$313,743.00
b. New Mail Room	1	$35,000.00
Subtotal of Estimated Cost		$348,743.00

WV 1-4 LEE TERRACE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Site Mauque	1	$4,000.00
Subtotal of Estimated Cost		$4,000.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Hallways	10	$100,000.00
Subtotal of Estimated Cost		$100,000.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

PHA WIDE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. A&E Services (1430)	1	$190,000.00
b. Staff Training (1408)	1	$10,000.00
c. Marketing & Advertising (1408)	1	$60,000.00
d. MOD Salaries / Fringes (1410)	4.85	$200,000.00
e. Equipment)1475)	1	$60,000.00
Subtotal of Estimated Cost		$520,000.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. A&E Services (1430)	1	$190,000.00
b. Staff Training (1408)	1	$10,000.00
c. Marketing & Advertising (1408)	1	$60,000.00
d. MOD Salaries / Fringes (1410)	4.85	$200,000.00
e. Equipment)1475)	1	$60,000.00
Subtotal of Estimated Cost		$520,000.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. A&E Services (1430)	1	$190,000.00
b. Staff Training (1408)	1	$10,000.00
c. Marketing & Advertising (1408)	1	$60,000.00
d. MOD Salaries / Fringes (1410)	4.85	$200,000.00
e. Equipment)1475)	1	$60,000.00
Subtotal of Estimated Cost		$520,000.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. A&E Services (1430)	1	$190,000.00
b. Staff Training (1408)	1	$10,000.00
c. Marketing & Advertising (1408)	1	$60,000.00
d. MOD Salaries / Fringes (1410)	4.85	$200,000.00
e. Equipment)1475)	1	$60,000.00
Subtotal of Estimated Cost		$520,000.00

WV 1-20 SCATTERED SITES
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Site Marque	2	$9,600.00
b. Install Dweling Unit ID	36	$5,700.00
Subtotal of Estimated Cost		$15,300.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	36	$18,722.00
b. Replace Ranges	8	$2,500.00
Subtotal of Estimated Cost		$21,222.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Kitchens	36	$126,000.00
b. Replace Floor Covering	36	$161,280.00
Subtotal of Estimated Cost		$287,280.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Replace HVAC	36	$126,000.00
Subtotal of Estimated Cost		$126,000.00

WV 1-23 LIPPERT TERRACE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Replace Carpet In Dweling Units	112	$104,233.00
b. Install Site Marque	1	$4,000.00
c. Renovate Bathrooms	55	$302,500.00
Subtotal of Estimated Cost		$410,733.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	55	$302,500.00
b. Renovate Kitchens	55	$196,275.00
Subtotal of Estimated Cost		$498,775.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Kitchens	55	$196,275.00
b. Replace Carpet In Hallways	9	$17,509.00
Subtotal of Estimated Cost		$213,784.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WV 1-11 CARROLL TERRACE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	80	$144,000.00
b. Renovate Kitchens	40	$141,400.00
c. Install Site Marques	1	$4,000.00
Subtotal of Estimated Cost		$289,400.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	80	$144,000.00
b. Renovate Kitchens	60	$213,900.00
Subtotal of Estimated Cost		$357,900.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Bathrooms	80	$288,000.00
b. Renovate Kitchens	60	$213,900.00
Subtotal of Estimated Cost		$501,900.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WV 1-8 SOUTHPARK VILLAGE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Site Marque	1	$4,800.00
b. Install Unit ID	84	$12,600.00
Subtotal of Estimated Cost		$17,400.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Replace Closet Doors	796	$238,800.00
Subtotal of Estimated Cost		$238,800.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Electrical Upgrades	84	$118,335.00
Subtotal of Estimated Cost		$118,335.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Site Work	1 Lot	$250,000.00
Subtotal of Estimated Cost		$250,000.00

WV 1-7 OAKHURST & HILLCREST VILLAGE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Site Marque	2	$9,600.00
b. Install Unit ID	104	$15,600.00
Subtotal of Estimated Cost		$25,200.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Fencing	800 lf	$41,400.00
Subtotal of Estimated Cost		$41,400.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Site Work	1 Lot	$250,000.00
Subtotal of Estimated Cost		$250,000.00

WV 1-5 JARRETT TERRACE
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Site Marque	1	$4,000.00
Subtotal of Estimated Cost		$4,000.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Renovate Hallways	12	$100,000.00
Subtotal of Estimated Cost		$100,000.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
None		$0.00
Subtotal of Estimated Cost		$0.00

WV 1-3 ORCHARD MANOR
FIVE YEAR PLAN

WORK STATEMENT FOR YEAR 2 FFY: 2001		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Canopies	40	$263,304.00
b. Install Site Marque	1	$4,800.00
c. Install Apt. ID	130	$19,500.00
Subtotal of Estimated Cost		$287,604.00

WORK STATEMENT FOR YEAR 3 FFY: 2002		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Install Canopies	20	$181,807.00
Subtotal of Estimated Cost		$181,807.00

WORK STATEMENT FOR YEAR 4 FFY: 2003		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Replace Storm Doors	130	$104,000.00
b. Install AC	130	$250,000.00
Subtotal of Estimated Cost		$354,000.00

WORK STATEMENT FOR YEAR 5 FFY: 2004		
GENERAL DISCRIPTION OF WORK CATAGORIES	QUANTITY	ESTIMATED COST
a. Site Works	1	$250,000.00
Subtotal of Estimated Cost		$250,000.00

Annual Statement/
Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15R00150100	**2000**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [X] Performance and Evaluation Report for Program Year End
[ ] Final Performance and Evaluation Report 09/30/03

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management Improvements	$0.00	$0.00	$0.00	$0.00
4	1410	Administration	$0.00	$0.00	$0.00	$0.00
5	1411	Audit	$0.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$0.00	$0.00	$0.00	$0.00
8	1440	Site Acquistion	$0.00	$0.00	$0.00	$0.00
9	1450	Site Improvement	$0.00	$0.00	$0.00	$0.00
10	1460	Dwelling Structures	$0.00	$0.00	$0.00	$0.00
11	1465.1	Dwelling Equipment-Nonexpendable	$0.00	$0.00	$0.00	$0.00
12	1470	Nondwelling Structures	$0.00	$0.00	$0.00	$0.00
13	1475	Nondwelling Equipment	$0.00	$0.00	$0.00	$0.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1495.1	Relocation Costs	$0.00	$0.00	$0.00	$0.00
17	1498	Mod Used for Development	$669,283.00	$0.00	$669,283.00	$662,280.00
18	1502	Contingency (may not exceed 8% of 16)	$0.00	$0.00	$0.00	$0.00
19	**Amount of Annual Grant (Sum of lines 2-15)**		$669,283.00	$0.00	**$669,283.00**	**$662,280.00**
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date	Signature of Public Housing Director or Office of Native American Programs Administrator
Mark E. Taylor, Acting Executive Director X Date:	X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____
52837-1.98 Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2000

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Orchard Manor WV 1-3	a. Replacement Housing	1498	1 Lot	$669,283.00	$0.00	$669,283.00	$662,280.00	COMPLETE
	SUBTOTAL			$669,283.00	$0.00	$669,283.00	$662,280.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/
Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program (CGP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Comprehensive Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15R00150101	**2001**

[ ] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [X] Performance and Evaluation Report for Program Year End

[ ] Final Performance and Evaluation Report 09/30/03

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00	$0.00	$0.00	$0.00
3	1408	Management Improvements	$0.00	$0.00	$0.00	$0.00
4	1410	Administration	$0.00	$0.00	$0.00	$0.00
5	1411	Audit	$0.00	$0.00	$0.00	$0.00
6	1415	Liquidated Damages	$0.00	$0.00	$0.00	$0.00
7	1430	Fees and Costs	$0.00	$0.00	$0.00	$0.00
8	1440	Site Acquistion	$0.00	$0.00	$0.00	$0.00
9	1450	Site Improvement	$0.00	$0.00	$0.00	$0.00
10	1460	Dwelling Structures	$0.00	$0.00	$0.00	$0.00
11	1465.1	Dwelling Equipment-Nonexpendable	$0.00	$0.00	$0.00	$0.00
12	1470	Nondwelling Structures	$0.00	$0.00	$0.00	$0.00
13	1475	Nondwelling Equipment	$0.00	$0.00	$0.00	$0.00
14	1485	Demolition	$0.00	$0.00	$0.00	$0.00
15	1490	Replacement Reserve	$0.00	$0.00	$0.00	$0.00
16	1495.1	Relocation Costs	$0.00	$0.00	$0.00	$0.00
17	1498	Mod Used for Development	$682,980.00	$0.00	$682,980.00	$302,132.53
18	1502	Contingency (may not exceed 8% of 16)	$0.00	$0.00	$0.00	$0.00
19	**Amount of Annual Grant (Sum of lines 2-15)**		$682,980.00	$0.00	**$682,980.00**	**$302,132.53**
20	Amount of line 19 Related to LBP Activities					
21	Amount of line 19 Related to Section 504 Compliance					
22	Amount of line 19 Related to Security					
23	Amount of line 19 Related to Energy Conservation					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date	Signature of Public Housing Director or Office of Native American Programs Administrator
Mark E. Taylor, Acting Executive Director X Date:	X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____

52837-1.98 Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2001

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Orchard Manor WV 1-3	a. Replacement Housing	1498	1 Lot	$682,980.00	$0.00	$682,980.00	$302,132.53	In Progress
	SUBTOTAL			$682,980.00	$0.00	$682,980.00	$302,132.53	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Development Number/Name HA Wide Activity
PHA WIDE MANAGEMENT IMPROVEMENTS

(1) To be completed for th

(2) To be completed for th

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Washington Manor WV 1-1							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

2002

Status of Proposed Work (2)

form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Littlepage Terrace WV 1-2							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

2002

Status of Proposed Work (2)

form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Orchard Manor WV 1-3	A. Replacement Housing	1498	1 Lot	$651,216.00	$0.00	$81,447.00	$32,433.00	In Progress
	SUBTOTAL			$651,216.00	$0.00	$81,447.00	$32,433.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin **2002**

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Lee Terrace WV 1-4								
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin **2002**

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Jarrett Terrace WV 1-5								

	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin

and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Hillcrest Oakhurst Villages WV 1-7								

	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin
and Urban Development
Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
South Park Village WV 1-8								
	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837 (10/96)

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Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Hous

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Carrol Terrace WV 1-11							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Status of Proposed Work (2)

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ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Hous

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Lippert Terrace WV 1-23							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

2002

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Status of Proposed Work (2)

form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	0 Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Wertz Drive WV 1-13								

	SUBTOTAL			$0.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2002

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Piedmont Coal Branch WV 1-14								

	SUBTOTAL			$0.00				

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Hous

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
Scattered Sites WV 1-20							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

2002

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Status of Proposed Work (2)

form HUD-52837 (10/96)

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housin

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Numbe	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)
PHA WIDE FEES & COSTS							

	SUBTOTAL			$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Status of Proposed Work (2)

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ref Handbook 7485.3

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Development Number/Name HA Wide Activity
PHA WIDE MANAGEMENT IMPROVEMENTS

(1) To be completed for th

(2) To be completed for th

Annual Statement/
Performance and Evaluation Report
Part I: Summary
Replacement Housing Program (RHP)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 7/31/95)

PHA/IHA Name	Replacement Housing Grant Number	FFY of Grant Approval
Charleston Housing Authority	WV15R00150103	**2003**

[X] Original Annual Statement [ ] Reserve for Disaster/Emergencies [ ] Revised Annual Statement/Revision Number [ ] Performance and Evaluation Report for Program Year End

[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost Original	Total Estimated Cost Revised (1)	Actual Costs (2) Obligated	Actual Costs (2) Expended
1	Total Non-CGP Funds					
2	1406	Operations	$0.00			
3	1408	Management Improvements	$0.00			
4	1410	Administration	$0.00			
5	1411	Audit	$0.00			
6	1415	Liquidated Damages	$0.00			
7	1430	Fees and Costs	$40,000.00			
8	1440	Site Acquistion	$0.00			
9	1450	Site Improvement	$0.00			
10	1460	Dwelling Structures	$495,811.00			
11	1465.1	Dwelling Equipment-Nonexpendable	$0.00			
12	1470	Nondwelling Structures	$0.00			
13	1475	Nondwelling Equipment	$0.00			
14	1485	Demolition	$0.00			
15	1490	Replacement Reserve	$0.00			
16	1495.1	Relocation Costs	$0.00			
17	1498	Mod Used for Development	$0.00			
18	1502	Contingency (may not exceed 8% of 16)	$0.00			
19	**Amount of Annual Grant (Sum of lines 2-15)**		$535,811.00			
20	Amount of line 19 Related to LBP Activities		$0.00			
21	Amount of line 19 Related to Section 504 Compliance		$0.00			
22	Amount of line 19 Related to Security		$0.00			
23	Amount of line 19 Related to Energy Conservation		$0.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date **Mark E. Taylor, Acting Executive Director**

X Date:

Signature of Public Housing Director or Office of Native American Programs Administrator

X

form HUD-52837 (12/20/94)
ref Handbook 7485.3

I certify this document is corrrect for Executive Director's Signature: _____

52837-1.98

Kenny Powell, Director of Special Projects

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housin **2003**

and Urban Development

Office of Public and Indian Housing

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Orchard Manor WV 1-3	a. Replacement Housing	1460	1 Lot	$495,811.00				
	SUBTOTAL			$495,811.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

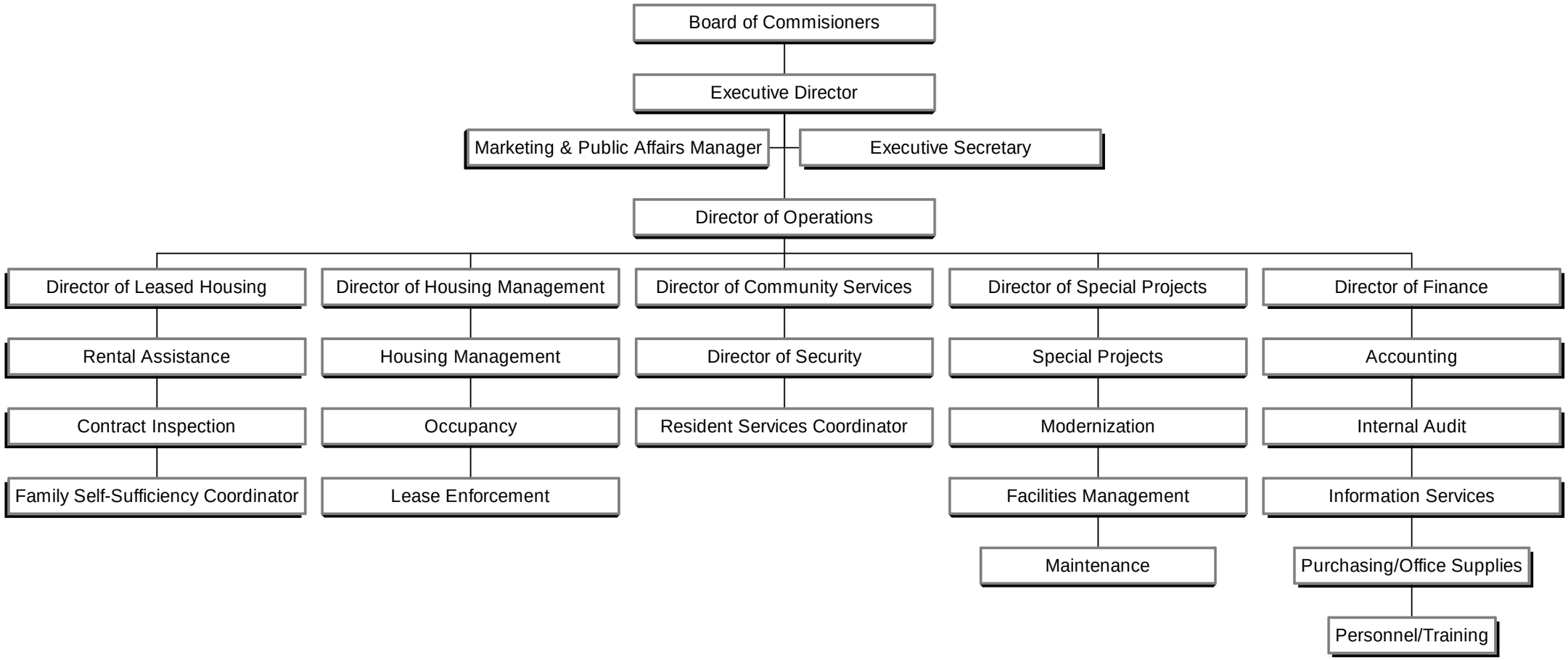
2003

Development Number/Name HA Wide Activity	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE FEES & COSTS	a. A & E Services	1430	1	$40,000.00				
	SUBTOTAL			$40,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Charleston Housing Organizational Chart



DECONCENTRATION TABLES ATTACHMENT D

(As of 08/05/2003)

	Factors	0.85	1.00	1.25	1.40	1.61	1.82		Adjustment
		1BR	2BR	3BR	4BR	5BR	6BR	Totals	Factors
Washington Manor		124	163	14				301	0.95
Littlepage Terrace		76	76	18				170	0.96
Orchard Manor			110	20				130	1.04
Hillcrest Village		12	24	12	4	2		54	1.07
Oakhurst Village		8	22	14	4	8		56	1.16
Southpark Village				39	31	10	4	84	1.38
		220	395	117	39	20	4	795	1.03
		187	395	146.25	54.6	32.2	7.28	822.33	
								1.03	

		Factors		% of Total Avg.	
Total Average	$3,217	1.03	$3,123	N/A	
Washington Avg.	$2,238	0.95	$2,356	0.75	Low
Littlepage Avg.	$3,642	0.96	$3,794	1.21	
Orchard Average	$2,829	1.04	$2,720	0.87	
Hillcrest Average	$4,098	1.07	$3,830	1.23	
Oakhurst Average	$4,214	1.16	$3,633	1.16	
Southpark Average	$5,642	1.38	$4,088	1.31	High

NOTE 1: As permitted, a bedroom adjustment factor was used to provide for a unit-weighted average of the distribution. Such an unit-weighted average provided for a range of 75% to 131% when compared to the Established Income Range of 85% to 115%.

NOTE 2: 30% of Area Median Income is $15,550 (which is the Extremely Low Income limit). Based upon Federal Register dated 08/06/02 "Public Housing Agency Plans: Deconcentration - Amendments to Established Income Range Definition; Final Rule", HUD agrees that in all practicality deconcentration would not be fostered through efforts to place lower income families in developments categorized as higher income in which the average family income is in fact at the extremely low-income level. Therefore, since the average income for all family developments is less than the Extremely Low Income limit, the deconcentration requirement does not seem to apply.

Attachment E

NOTICE TO RESIDENTS
ANNUAL PLAN MEETINGS

Charleston Housing staff would like to meet with you to discuss and listen to your comments relative to the Annual Plan. The Annual Plan is a comprehensive management overview that the housing authority is required to prepare, make available for public comments, and submit to HUD on an annual basis. Therefore, meetings have been scheduled on-site at each development in the community rooms as follows:

August 26, 2003	**Tuesday**	**10:30 a.m.**	**Lee Terrace**
August 26, 2003	**Tuesday**	**1:30 p.m.**	**Lippert Terrace**
August 26, 2003	**Tuesday**	**3:30 p.m.**	**Littlepage Terrace**
August 27, 2003	**Wednesday**	**11:00 a.m.**	**Washington Manor**
August 28, 2003	**Thursday**	**10:00 a.m.**	**Jarrett Terrace**
August 28, 2003	**Thursday**	**1:00 p.m.**	**Orchard Manor**
August 28 2003	**Thursday**	**3:00 p.m.**	**South Park Village**
August 29, 2003	**Friday**	**10:00 a.m.**	**Carroll Terrace**
August 29, 2003	**Friday**	**1:00 p.m.**	**Hillcrest Village**
August 29, 2003	**Friday**	**3:00 p.m.**	**Oakhurst Village**

Copies of last year's Annual Plan are on-site at each development and may be available for your review by making a request to your Manager or your Resident Council.

Your attendance and participation in these meetings will be very much welcomed and appreciated.

MANAGEMENT
08/13/03

Attachment E

FY 2004 Annual Plan
Resident Meetings

Relative to discussing and soliciting comments from the residents concerning the FY 2004 Annual Plan, Charleston Housing conducted the following Resident Meetings:

1. **Lee Terrace**

   August 26, 2003 (Tuesday) 10:30 a.m.

   No attendance.

2. **Lippert Terrace**

   August 26, 2003 (Tuesday) 1:30 p.m.

   7 Residents attended.

   General Comments:

   > **Residents want Charleston Housing to continue to try to maintain the high-rise as Designated Housing for the Elderly. Residents very much favor a police person living on-site as is the case now; they also very much appreciate the SCPH worker. Residents would like the acoustics improved in the Community Room (i.e., ceiling tile, etc.) Residents feel that efforts need to continue to improve the security cameras and that there is a real pigeon problem; however, overall tenant satisfaction is very good.**

3. **Littlepage Terrace**

   August 26, 2003 (Tuesday) 3:30 p.m.

   No attendance.

FY 2004 ANNUAL PLAN
PRESENTATION NOTES

Attachment E

(12/01/03 – 5:00 p.m. – at Family Enrichment Center)

For the annual period beginning 04-01-04.

45-Day Comment Period (10/10/03 to 11/25/03).

Advertised 3 times in the Charleston Papers.

Notices provided at all developments and a copy of Annual Plan at each site to Resident Council and to Manager, at the Main Office, and at the Operations Office.

Charleston Housing Vision: Try to be a successful leader in providing and supporting quality affordable housing desired by individuals and families in our market area.

Statement of Housing Needs: shows needs for about 5,000 families of Various income levels.

Charleston Housing waiting lists:	**Sec. 8**	**2,026**
	P/H	**528**

P/H **Preference for Natural Disaster (floods, etc.)**
Sec. 8 **No Preference**

Financial Resources: about $16 million for P/H, Sec. 8, and Grants.

Minimum Rent: P/H and Sec. 8 is zero ("$0").

Rents in P/H: **30%**
Flat Rents
Rent Phase-Ins

Sec. 8 Payment Standards: **100% of the FMR (for 3BR units and larger)**
105% of the FMR (for EFF, 1BR, and 2BR)
For FSS Homeownership – 110% of FMR

Units under Management:	**P/H**	**1,337**
	Sec. 8	**1,560 + special S8 programs**

(mod. rehab., mainstream, family reunification, fss, etc.)

Mentions HOPE VI as a consideration for Wash. Man., Orch. Man., &or LP.

Attachment E

FY 2004 ANNUAL PLAN
SUMMARY OF COMMENT PERIOD AND PUBLIC MEETING

The public comment period for the FY 2004 Annual Plan as advertised in the newspapers and posted at the developments was from 10/10/03 to 11/25/03. There were no written and/or verbal comments received during the public comment period.

The required public meeting was held on December 1, 2003, Monday evening, at 5:00 p.m. at the Family Enrichment Center, 1701 5th Avenue, Charleston, WV. There were five (5) persons in attendance (4 Charleston Housing staff and one Board Commissioner). There was not any attendance of public housing residents or the general public.

An overview of the Annual Plan was discussed (as outlined in the "Presentation Notes" which are attached).

The meeting concluded about 5:30 p.m.

ATTACHMENT F

SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT

In consideration of the Section 8 Homeownership Program (Final Rule) published in the Federal Register on September 12, 2000 (with an effective date of October 12, 2000), Charleston Housing has implemented a Homeownership Program under such regulations with particular emphasis for attaching such assistance for the benefit of those Section 8 clients who are or become participants under the Family Self-Sufficiency (FSS) Program.

24 CFR, Part 982.625(d) provides: The PHA must have the capacity to operate a successful Section 8 homeownership program. The PHA has the required capacity if it satisfies either paragraph (d)(1), (d)(2), or (d)(3) of this section.

> (d)(1) The PHA establishes a minimum homeowner downpayment requirement of at least 3 percent of the purchase price for participation in its Section 8 homeownership program, and requires that at least one percent of the purchase price come from the family's personal resources;
>
> (d)(2) The PHA requires that financing for purchase of a home under its Section 8 homeownership program: (i) be provided, insured, or guaranteed by the state or Federal government; (ii) comply with secondary mortgage market underwriting requirements; or (iii) comply with generally accepted private sector underwriting standards; or
>
> (d)(3) The PHA otherwise demonstrates in its Annual Plan that it has the capacity, or will acquire the capacity, to successfully operate a Section 8 homeownership program.

Relative to reflecting capacity in this regard, Charleston Housing feels that is compliant with all three paragraphs (d1, d2, and d3) of 24 CFR, Part 982.625(d).

ATTACHMENT G

RESIDENT SURVEY ACTION PLAN

SAFETY

• Continue to encourage and facilitate "all-site" orange hat patrols and coordination with police department	Ongoing
• Improve security recording systems at all developments to reflect more current "state-of-the art" technology	Done
• Facilitate security camera upgrades and additions	Ongoing
• Improve lighting at parking lots	Completed
• "Focus Patrols"	Ongoing
• Upgrade of existing "wade pool" at Littlepage Terrace to a "spray-ground"	Completed
• Upgrade of existing "wade pool" at Washington Manor to a "spray-ground"	08/31/2004

NEIGHBORHOOD APPEARANCE

• Modernize fencing at Washington Manor	06/30/2004
• Implement "Replacement Housing Plan" (Phase III) at Orchard Manor	09/30/2004
• Install development identifications (marques)	12/31/2004
• Physical improvements/upgrades to improve the historical integrity of Littlepage Stone Mansion	07/31/2004
• Install glass security doors w/locks and block off basement stairways at Littlepage (test case in process)	09/30/2004

PHYSICAL SITE IMPROVEMENTS

• Cycle painting for all developments	Ongoing
• Electrical upgrades and HVACs at Hillcrest Village	06/30/2004
• Upgrades at scattered sites to include kitchens, bathrooms, HVACs, and flooring	06/30/2004
• Parking lot upgrades and expansion at Oakhurst	Completed
• Kitchen upgrades at Lippert Terr. & Carroll Terr.	Completed
• Window replacements at Littlepage Terrace	Completed
• Balcony upgrades (Lippert Terr. & Carroll Terr.)	04/30/2004

ATTACHMENT H

CHARLESTON HOUSING
COMMUNITY SERVICE PLAN

Charleston Housing' s community service plan has been developed. The Admissions and Occupancy Policy and Lease Agreement were revised to address community service requirements. A Notice was forwarded to all active public housing residents advising them of the community service requirements. Subsequent one-on-one appointments were scheduled with residents by Housing Management staff and plan requirements were explained in depth. A list of potential community service providers was provided to each resident. This list provides opportunity contacts for twenty (20) community service sources for residents to contact. Residents are provided with a Community Service Certification form that must be completed, signed and dated by the community service provider and returned to the appropriate housing management office. Community service requirements will be addressed through the orientation process for new residents. Compliance with community service requirements will be completed by housing management staff and verified at the time of annual recertification.

NOTICE TO ALL RESIDENTS

This is to advise that the Dept. of Housing and Urban Development has reinstated the "Community Service" requirements. Although in effect previously, this requirement has been temporarily suspended since April 2002.

As a public housing agency, we are required to assure that the "Community Service" requirements are re-implemented and that compliance is achieved.

The LEASE already specifies the requirements and remedies of the "Community Service" requirements under Section IX, Obligations of Lessee, Paragraph 32 (on page 8) which states in part that "Residents subject to the community service requirements must contribute 8 hours per month or no less than 96 hours annually with an approved community service provider (not including political activities); or participate in an economic self-sufficiency program for 8 hours per month or no less than 96 hours annually; or perform a combination of community service and economic self-sufficiency program activities for 8 hours per month or no less than 96 hours annually."

Our Admissions and Continued Occupancy Policy (ACOP) reflects that all adult family members are subject to the "Community Service" requirements with the exception of the following:

- Family members who are 62 years of age or older;
- Family members who are blind or disabled or who is the primary care giver for someone who is blind or disabled;
- Family members who are employed; and
- Family members who are enrolled in any State welfare-to-work program.

If you are subject to the "Community Service" requirements, your MANAGER will be in contact with you to further explain the requirement and to furnish you with a list of potential community service contacts. If you have any questions regarding this matter, please contact your MANAGER.

MANAGEMENT
July 8, 2003

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Special Attention of:	**NOTICE PIH 2003-17 (HA)**
Regional and Field Office Directors;	
Public Housing Program Directors;	**Issued: June 20, 2003**
Public Housing Agencies;	
Resident Management Corporations (RMCs)	**Expires: June 30, 2004**

SUBJECT: Reinstatement of the Community Service and Self-Sufficiency Requirement

A. Purpose:

This Notice discusses the reinstatement of the public housing community service and self-sufficiency requirement authorized under Section 12 of the United States Housing Act of 1937, as amended, (the Act).

The community service and self-sufficiency requirement is intended to assist adult public housing residents in improving their own economic and social well-being and give these residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to "give something back" to their communities and facilitates upward mobility.

B. Background:

Section 12(c) of the Act enacted on October 12, 1998, as section 512 of the Quality Housing and Work Responsibility Act of 1998, contained a community service and self-sufficiency requirement that every adult resident of public housing contribute eight hours of community service each month, or participate in an economic self-sufficiency program for eight hours each month. Regulations for this provision are provided in 24 CFR Subpart F §960.600-609 (see Attachment A).

The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act signed on February 21, 2003, reinstated this provision by not extending section 432 of the Federal FY 2002 Act, which applied only to funds appropriated for Federal FY 2002.

C. Applicability:

The community service and self-sufficiency requirement applies to all adult residents in public housing except for those exempted under Section 12(c) of the Act. This requirement does not apply to Section 8 tenants.

The public housing tenants exempt from the community service and self-sufficiency requirement are those:

- Age 62 years or older.
- Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged in work activities as defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), specified below:

    1. Unsubsidized employment;
    2. Subsidized private-sector employment;
    3. Subsidized public-sector employment;
    4. Work experience (including work associated with the Refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
    5. On-the-job-training;
    6. Job-search and job-readiness assistance;
    7. Community service programs;
    8. Vocational educational training (not to exceed 12 months with respect to any individual);
    9. Job-skills training directly related to employment;
    10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
    11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
    12. The provision of childcare services to an individual who is participating in a community service program.

Public housing agencies (PHAs) are encouraged to consider 30 hours per week as the minimum number of hours for a work activity exemption as described in Section 407(d) of the Social Security Act, and implementing regulations 45 CFR Section 261.31(a)(1)). See Attachment B. PHAs can use reasonable guidelines in clarifying this statutory list of work activities in coordination with the Temporary Assistance to Needy Families (TANF) agency, as appropriate.

- Meet the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program.
- If a member of a family receiving TANF assistance, benefits, or service under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

D. <u>Noncompliance Requirements (24 CFR §960.605 & §960.607)</u>

A resident who was delinquent in community service hours under the lease in effect at the time of the suspension will still be obligated to fulfill his/her community service and self-sufficiency requirements for FY 2001, provided that the resident was given notice of noncompliance prior to the expiration of the lease in effect at that time.

A copy of that notice of noncompliance should be included with the written notice to residents about the reinstatement of the community service and self-sufficiency requirement. In order to obtain a lease renewal on the expiration of the current lease, residents must be in compliance both with any delinquent community service requirements and current requirements.

PHAs must offer the resident the opportunity to enter into written agreement with the PHA to cure the noncompliance with the community service and self-sufficiency requirements either under the current or delinquent lease. This agreement should include:

- The additional number of hours of community service or self-sufficiency work activities needed to make up the required number of hours under the current lease.
- Assurance that all members of the family who are subject to these requirements are in compliance with the requirements.
- Written assurances satisfactory to the PHA that any noncompliant resident no longer resides in the unit.

A PHA must inform residents that they may request a grievance hearing on the PHA's determination of noncompliance in accordance with Part 966, subpart B and that tenant may exercise any available judicial remedy to seek redress from the PHA's nonrenewal of the lease because of such determination.

A PHA must retain reasonable documentation of service requirement performance or exemption in participant files. A PHA must comply with nondiscrimination listed in 24 CFR 5.105(a).

E. Implementation Deadline:

In order to comply with Section 12, PHAs need to:

- By Ju1y 31, 2003, provide to all residents written notice about the reinstatement of the community service and self-sufficiency requirement as outlined in 24 CFR §960.605. This notification must alert residents of the requirement, whether or not they are exempt, and what they need to do in order to comply.
- By October 31, 2003, assure that all affected residents are performing their community service or self-sufficiency requirement.

PHAs can implement the community service and self-sufficiency requirement with any funds available for expenditure during FY 2003.

F. Relationship to PHA Plan:

PHAs do not have to amend already approved FY 2003 Annual Plans or already submitted FY 2003 Annual Plans. However, for such PHAs, the Resident Advisory Board must be informed if there are any significant policy changes to an agency's previous community service and self-sufficiency requirements and next year's Annual Plan submission must contain the required attachment, if applicable.

For the FY 2003 PHA Annual Plan cycle, not yet submitted, PHAs are required to complete Component 12D as part of the PHA Plan submission. Component 12 D requires the PHA to include a description of its community service and self-sufficiency requirement as an attachment to the Annual Plan template. High performing agencies and small PHAs are exempt from completing Component 12 D as part of the streamlined Annual Plan submission, but are still required to implement the community service and self-sufficiency requirement and to have the policy locally available as a supporting document to the Annual Plan.

G. Reference Documents:

- 24 CFR Subpart F §960.601-609 (Attachment A)
- 45 CFR 261.31(a)(i) (Attachment B)
- Community Service and Self-Sufficiency training materials from the "Reforms for the 21st Century Conference" can be obtained by calling the Public and Indian Housing Resource Center at 1-800-955-2232.

H. Contact Information:

If you have any further questions, please contact your local public housing field office or the Public and Indian Housing Information and Resource Center at 1-800-955-2232.

I. Paperwork Reduction

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control numbers 2577-0226. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

_/s/_____
Michael Liu, Assistant Secretary
for Public and Indian Housing

Attachment A, Subpart F, Part 960.600
Attachment B, Page 17886 Federal Register
Vol. 64, No. 69, 4/12/99
(Attachments not included in electronic file)

Attachment I

CHARLESTON HOUSING
PROGRESS REPORT ON 5-YEAR PLAN
2004 ANNUAL PLAN

Charleston Housing is about four (4) years into the 5-Year Plan; progress is as follows:

- **Phase I plan for Orchard Manor, utilizing Replacement Housing Funding and the CGP, is underway; Phase II is developed; and, Phase III under consideration.**
- **HOPE VI training has been provided for residents, staff, and the Board of Commissioners.**
- **HOPE VI and Capital Fund leveraging is being considered/explored for Washington Manor.**
- **A Section 8 Homeownership Plan has been linked to the FSS program and has been implemented.**
- **A pilot Public Housing Homeownership Plan is being considered relative to certain scattered site public housing units (previously approved for demolition); such properties would be given to non-profit(s) for subsequent rehab. and marketing to public housing residents for homeownership.**
- **Charleston Housing is working (and will continue to work) with the RAB, RCs, and RMC for the development of MOUs.**
- **Training has been conducted and/or discussions held with the RAB, RCs, and RMC relative to 24 CFR, Part 964, Resident Participation.**
- **Based upon a third party independent study, "flat rents" have been established and implemented for all developments.**
- **A Service Coordinator for Public Housing has been hired via HUD's SCPH program relative to providing services for the residents at the four high-rise developments.**
- **Pet Policy adopted and in place.**
- **New Grievance Policy adopted and in place.**
- **New Lease adopted and effective October 1, 2001.**
- **HUD approved a disposition of a parcel of land at Orchard Manor to the Charleston Fire Dept. and a Public Safety Center has been constructed on-site.**
- **HUD approved disposition of a parcel of land at Hillcrest Village and the YMCA has expanded their recreational facilities (i.e., soccer field).**
- **Section 8 utilization rate has increased to over 98% participation.**
- **CH successfully applied for and received 150 new Sec. 8 Vouchers.**
- **Upgrades/improvements via the Capital Fund Program continue as scheduled with obligation and expenditure deadline dates being met in a timely manner.**

Attachment J

August 5, 2003

TO ADDRESSEES AS LISTED BELOW:

RE: FY 2004 PHA ANNUAL PLAN

It is that time of year again for Charleston Housing to get started on preparing our Annual Plan for fiscal year 2004. A major and very important component in the preparation of the Annual Plan is to get resident input, feedback, and comments. Because of your present and/or past involvement with Resident Councils at the various developments, you are requested to serve as a member of the Resident Advisory Board (RAB) relative to soliciting and submitting comments from other residents in this regard. We hope that you will work with us in trying to make the Annual Plan process a success. Please be advised that the RAB may be expanded to reflect additional members as Resident Councils for individual developments and/or area-wide jurisdictions are formed or otherwise legitimized.

A copy of last year's Annual Plan for fiscal year 2003 (with all attachments) is herewith distributed to all the addressees listed. The general intent is to utilize the FY 2003 Annual Plan as a discussion piece for preparing and improving the FY 2004 Annual Plan.

It is requested that you share and discuss the FY 2003 Annual Plan with other residents. A copy of this letter will be posted at each development to help get the word out that the Annual Plan process has begun. Also, additional copies of the FY 2003 Annual Plan are available at each development for review by the residents.

Written comments relative to the proposed FY 2004 Annual Plan should be addressed to Charleston Housing at P. O. Box 86, Charleston, WV 25321. We plan to conduct public meetings for the residents in the very near future just to focus and solicit comments on the Annual Plan. We would appreciate your attendance and participation in these meetings; meeting times will be publicized at a later date.

A general outline of the timeframe involved is as follows:

- **Initiate the Annual Plan process by August 11, 2003.**
- **Have RAB and Resident meetings/participation to obtain initial resident comments by September 16, 2003.**
- **Prepare draft of FY 2004 Annual Plan by October 1, 2003.**
- **Make draft of FY 2004 Annual Plan available for 45-day public comment period from October 3, 2003 to November 18, 2003.**
- **Based upon public and resident comments, make final revisions to FY 2004 Annual Plan and submit to the Charleston Housing Board of Commissioners by November 24, 2003.**
- **Have FY 2004 Annual Plan ready for approval at Board of Commissioner's meeting to be held on December 8, 2003.**
- **Submit Board-approved Annual Plan to Mayor's Office for review and sign off from City for consistency with their Consolidated Plan by December 31, 2003.**
- **Submit final approved FY 2004 Annual Plan to HUD by January 15, 2004.**

I want to take this opportunity to thank you ahead of time for your interest and time in working with us on this project. If you have any questions, please feel free to call me or Ray Marsh of my staff at 348-6451, ext. 314 or ext. 373 respectively.

We look forward to working with you and others in this endeavor.

Sincerely,

Mark E. Taylor
Acting Executive Director

cc with attachments;

Vernadine Crothers, Pres., OMRMC
Ruby Harris, Interim Pres., South Park Apartments
Fanny Liversledge, Pres., Jarrett Terrace Resident Council
Olaf Funfstuck, Pres., Lippert Terrace Resident Council
Ida Morris, Pres., Washington Manor Resident Council
Julia Wheeler, Pres., Oakhurst Village
Pam Blackman, Hillcrest Village
Walter Hammack, Lee Terrace Resident Council
Evelyn Adkins, Pres., Carroll Terrace Resident Council
Clarence Burdette, Littlepage Terrace Resident Council
Rochelle Goodwin, Appalachian Legal Services
Janet Matthews, MOECD

Attachment K

PET POLICY

Charleston Housing will permit residents who qualify, to own and keep common household pets as identified below. Residents must demonstrate that they have the mental and physical capability to care for the pet at all times. Charleston Housing will permit families and individuals who apply and are approved for a Pet Permit to have one (1) approved pet per household; except however, residents will be permitted to own fish in addition to one (1) approved pet.

Charleston Housing will permit pet ownership as follows:

Washington Manor: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat.

Littlepage Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat.

Orchard Manor: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Lee Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Jarrett Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Hillcrest Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Oakhurst Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

South Park Village: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Carroll Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Lippert Terrace: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana.

Scattered Sites: Fish in a 55-gallon maximum aquarium, caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; domestic cat or dog.

Prior to housing any pet on the premises the resident must apply for a Pet Permit and execute a Lease Addendum, Pet Agreement. Residents must be current in the payment of rents and all charges due Charleston Housing to be eligible for submission of a Pet Permit Application. The Lease Addendum, Pet Agreement form contains the rules, which must be observed and is attached and incorporated as a part of this Pet Policy.

Residents are responsible for all damages caused by their pet, including cleaning and fumigation. Residents are prohibited from feeding or harboring stray animals. This shall constitute having a pet without a Pet Permit or Pet Lease.

Visitors are not allowed to bring pets and residents shall not engage in "pet sitting."

Charleston Housing will not allow a resident or prospective resident to move in a vicious, hopeless diseased or in any way an undesirable animal.

The following must accompany the Application for a Pet Permit.

1. **A current license issued by the City and County for domestic cats or dogs;**

2. **Evidence from the veterinarian that a domestic cat or dog (over 6 months old) has been spayed or neutered;**

3. **Evidence from the veterinarian that the pet has received current rabies and distemper inoculations or boosters where applicable. If a cat, evidence that the cat has been declawed;**

4. **Evidence that the pet weight is less than and will not exceed 20 pounds as adult size under normal circumstances. Pets which have been previously approved by management that later exceed the weight limit due to spaying, neutering and/or old age, will be exempt.**

5. **Evidence of payment of a refundable $150 pet deposit for cat or dog; $25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; $25 for fish aquariums not to exceed 55 gallons. Pets other than those stated are not permitted. Where applicable, an option to pay an up-front minimum payment of $50 will be offered for a domestic cat or dog and subsequent monthly payments of a minimum of $25 per month can be made until the $150 deposit has been paid;**

6. **An affidavit signed and notarized by the person (who is not a resident in Charleston Housing properties who will take immediate responsibility for the pet; and**

7. **A current dated photo of the pet if appropriate.**

APPLICATION FOR PET PERMIT
Charleston Housing Properties

Name: _____ **Date:** _____

Address: _____**Phone:** _____

I certify that the pet is housebroken; has no history of causing physical harm to persons or property, such as biting, chewing, scratching, etc. and further warrants that the pet has no vicious history or tendencies. I hereby affirm that I will abide by all responsibilities outlined in the Pet Policy.

Attached is information required by the Pet Policy:

- ❑ **A current license issued by the City and County for domestic cat or dog.**
- ❑ **Evidence from a licensed veterinarian that the pet (over 6 months old) has been spayed or neutered.**
- ❑ **Evidence from a licensed veterinarian that the pet has received current rabies and distemper inoculations or boosters. If a cat, evidence that the cat has been declawed.**
- ❑ **Certification from a licensed veterinarian that the pet weight is less than and will not exceed 20 pounds as adult size under normal circumstances. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age will be exempt.**
- ❑ **Evidence of payment of a refundable $150 pet deposit for domestic cat or dog; $25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; $25 for aquarium fish not to exceed 55 gallons. Animals other than stated are not permitted. If the security deposit payment plan option is selected, evidence of the required $50 up-front payment.**
- ❑ **An affidavit signed and notarized by the person (who is not a resident in Charleston Housing properties) who will take immediate responsibility for the pet**
- ❑ **A current dated photo of the pet.**

Pet Description: Limit of 1 pet with the exception of fish - not limited; birds 2 (limit of 2)

Kind:	Type or Breed:	Color:	Height:	Weight:	Age:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature of Applicant: _____ **Witness:** _____

Manager's Signature Verifying Completion of application requirements:

_____ **Date:** _____

ALL VERIFICATIONS SUBMITTED TO BE MOUNTED ON THIS PAGE FOR INCLUSION IN THE RESIDENT'S FILE RECORDS

LEASE ADDENDUM, PET AGREEMENT

AGREEMENT made this _____ day of _____, _____, by and between Charleston Housing (hereinafter referred to as "Management") and _____ _____ Head of Household name(s) as it/they appear(s) on the Dwelling Lease).

Resident(s) of:

Development: _____
Address: _____Phone: _____
_____

Relating to the above-described apartment;

WHEREAS, Lessee desires to house a pet:

Kind:	Type/Breed:	Color:	Height:	Weight:	Age:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

In the apartment above;

NOW, THEREFORE, the parties hereto agree as follows:

1. **CONDITIONAL AUTHORIZATION FOR PET: The above Lessee is hereby authorized to keep a pet, which picture is attached to the Application for Pet Permit incorporated herein by reference, and is described in the same. Authorization may be terminated sooner if Lessee's occupancy is terminated, or if the pet rules listed hereafter are violated in any way by the Resident or the Resident's guests or occupants.**

2. **ADDITIONAL SECURITY DEPOSIT: An additional refundable security deposit of $150 is required of the Lessee, pet owner(s) for a domestic dog or cat; $25 for caged bird, caged hamster, caged guinea, caged ferret, caged rabbit, caged iguana; and $25 for aquarium fish. Any fee or deposit shall not limit the Lessee's obligation.**

3. **MOVE OUT: Where appropriate, immediately after move out, a commercial exterminator may be hired to de-flea, deodorize and shampoo apartment to protect any future resident from possible health hazards or allergic reactions, regardless of how long the pet occupies the premises. Payment for actual costs at the time of service will be deducted from the Additional Security Deposit. The Lessee is responsible for paying any balance due. The Lessee will be entitled to a copy of invoices evidencing performance of service and costs incurred.**

4. **PROOF OF HEALTH AND LICENSE: A domesticated dog or cat must be licensed, and proof of a new licensing will be required each year at the time of annual recertification. Additionally, proof is required from a licensed Veterinarian that the pet has been spayed or neutered and that the pet has current rabies, distemper or other vaccinations as required by State and Local Law as applicable.**

5. EMERGENCY PET CARE: The Lessee hereby agrees that in case of emergency illness (or hospitalization), the following person, who is not a resident in any Charleston Housing property, and whose Affidavit has been received by the Manager will take immediate responsibility for this pet.

NAME: _____
ADDRESS: _____
_____
PHONE: _____

Otherwise, Management has permission to enter the apartment; remove the pet, and transfer it to the appropriate authorities at the Lessee's expense. The Management has no responsibility for the pet.

6. RULES FOR EACH PET CATEGORY:

1. Pets Allowed By Pet Permit.

One cat or
One dog or
Two caged birds or
One caged tamed rabbit or
One caged hamster or
One caged guinea pig or
One caged ferret
One caged iguana
Fish in a 55-gallon tank maximum will be permitted alone or in addition to each of the above-named pets.

2. Rules for Fish.

1. **Aquariums must be kept free from leaks and cleaned regularly to prevent foul water and/or odors. Aquariums may not be larger than 55 gallons.**
2. **Fish bowls must be kept clean to eliminate offensive odors.**

3. Rules for a Bird, Rabbit, Hamster, Ferret, Guinea Pig or Iguana

1. **Must be caged at all times when residents are away from the apartment.**
2. **Cages must be cleaned.**
3. **Must have vaccinations appropriate to type including rabies.**
4. **Must be domesticated.**
5. **A rabbit must wear a flea and tick collar.**
6. **Seeds or droppings must be shielded or caught to prevent accumulation and or damage to carpeting or floors.**

4. Rules for a dog.

1. **Must not be more than 14" tall at the shoulders.**
2. **The pet's weight cannot exceed 20 pounds. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age will be exempt.**
3. **The pet must be neutered or spayed prior to moving in.**
4. **Evidence of City and County license and required vaccinations or boosters must be provided annually at recertification.**

5. Must be obedient.
   A dog barks when (a) alerting danger, (b) it wants food or water, (c) it needs to go out, or (d) it is left alone.
6. Must wear a flea and tick collar. Must never be flea dusted in the apartment or building.
7. Must not be outside apartment unless it is on a short lease accompanied by resident owner.
8. Never allow dog to urinate on shrubs.
9. Dog feces must be picked up by Lessee and disposed of in a securely tied plastic bag. (See SANITATION)

5. Rules for a cat.

1. The pet cannot be more than 14" tall at the shoulders.
2. The pet's weight cannot exceed 20 pounds. Pets which have previously been approved by management that later exceed the 20 pound weight limit due to spaying, neutering and/or old age are exempt.
3. The pet must be neutered or spayed, prior to moving in.
4. Must be declawed.
5. Evidence of license and required vaccinations or boosters must be provided annually at recertification.
6. Must be obedient.
7. Must wear a flea and tick collar. Must never be flea dusted in the apartment or building.
8. Must not be outside apartment unless it is on a short lease accompanied by resident owner.
9. Cat feces must be picked up by Lessee and disposed of in a securely tied plastic bag. (See SANITATION)
10. Cat must be trained to use litter box.
11. Resident must keep litter box clean in order to protect pet and eliminate offensive odor

8. PET CONTROL

1. Pets must be kept under control at all times, inside and outside the Lessee's own apartment. It must be on a leash when walking, or being carried to a vehicle outside.

2. Pets are not permitted on carpeted areas of the lobby, or in any other public room; to linger with the owner in hallways or any part of the lobby. They must be taken directly outdoors from the elevators.

3. Excessive barking, which annoys neighbors night or day, will be cause for requiring the Lessee to remove the pet from the premises permanently, unless proof of dog attending "obedience school" can be shown and pending correction of the problem.

4. Pets are not allowed on elevators, unless no one on the elevator objects to their presence. Only one pet is permitted in the elevator at any given time. Non-pet owners shall have priority use of the elevator.

5. Pets are not permitted to be penned on balconies during the night, or while Lessee is away. Pets are not permitted to remain in apartment overnight while Lessee is away.

6. Lessee shall not alter balconies to create an enclosure for an animal.

7. Lessee shall not permit pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be

limited to barking, howling, chirping, biting, scratching and other like activities.

9. SANITATION

1. Litter boxes are required for cats, and are to be changed every 3 days.

2. Bathtub, sinks, or commodes are not permitted to be used for animal waste deposit sites, or kitty litter boxes. Animal waste is not to be put down trash chute. Litter boxes are to be kept on tile or vinyl floors.

3. Each pet owner is responsible for acquiring some type of scooper to clean up after the pet outdoors, and for depositing animal waste in receptacle outdoors.

4. There will be waste containers provided outdoors for daily disposal of all animal waste and litter.

5. Lessee must clean up pet residue daily, i.e. hair, pet food, etc. Apartment must be kept free and clean of pet odors at all times.

6. Lessee is responsible for assuring that the pet is provided ample time in a proper place for excretion. Should the pet accidentally excrete in the apartment, hallways, or public area, Lessee shall remove the excretion and sanitize the area. If Management is required to remove the excretion and or sanitize the area, the lessee will be billed for services rendered.

10. APARTMENT INSPECTIONS

1. Residents will be required to maintain units in a clean and sanitary manner at all times. Enforcement of this requirement will be made through annual management unit inspections, sweep maintenance inspections and/or extermination inspections. Notification of inspections will be made in accordance with the terms of the Lease Agreement except where management has reason to believe that emergency situations exist such as an abandoned pet left in a unit.

2. Where appropriate, maintenance staff will not go into pet owner apartment to do routine repairs, unless Lessee is home and places the pet under control while he or she is there.

3. Lessee will be responsible for rug cleaning, tile replacement, and/or extermination fees, within ten (10) days after apartment inspection, if evidence of pet damage or sanitation problems due to pet exist.

11. VICIOUS PET CLAUSE

1. Any incident of a pet biting human beings will result in an immediate demand by Management to remove the pet from the premises.

2. A report must be filed with the proper officials, as well as the building Manager, of any incident of biting. Management, upon notification of any pet biting incident, shall immediately notify the Kanawha County Animal Shelter.

3. Management reserves the right to give a Notice to Vacate to Lessee if Lessee houses a vicious, hopelessly diseased, or any undesirable animal, after such incident.

4. Should Lessee need to get rid of a pet, owner is responsible for any charges.

12. RIGHT TO APPEAL

1. **Any complaints about pets will not be considered valid, or heard, unless the complaint is in writing, on a separate piece of paper, dated and signed by the person making the complaint. All written complaints will be investigated.**

2. **If Lessee receives a notice that a pet is annoying neighbors, and is asked to remove the pet, Lessee has the option of making an appeal.**

3. **Should the Lessee become ill or die or have an emergency whereby he or she could not care for the pet, Management has permission to call the proper officials to take the pet and care for it until the designated person takes it and assumes responsibility.**

I have read and fully understand the above Lease Addendum and the Pet Policy and rules. I also acknowledge that I must abide by these rules or after two warnings from Management agree to move or remove my household of the pet within one (1) week after receipt of second warning.

Lessee: _____ Witness: _____

Lessee: _____ Witness: _____

(SEAL)

Taken, sworn to and subscribed before me this _____ day of _____, _____.

_____
NOTARY PUBLIC, KANAWHA COUNTY
West Virginia

My commission expires: _____

Attachment L

RESIDENT ASSISTANTS (POLICE OFFICERS) IN PUBLIC HOUSING

Lee Terrace:

Jarl Taylor
1319 Lee Street, Apt. 701
Charleston, WV 25301

Jarrett Terrace:

Courtney Johnson
824 Central Avenue, Apt. 1108
Charleston, WV 25302

Hillcrest Village:

Scott Frame
1020 Hillcrest Drive
Charleston, WV 25311

Oakhurst Village:

Jerry Harris
1024 Lawndale Lane
Charleston, WV 25314

South Park Village:

Charles Pridemore
667B South Park Road
Charleston, WV 25304

Carroll Terrace:

Craig Dickerson
1546 Kanawha Blvd., E., Apt. 1017
Charleston, WV 25311

Lippert Terrace:

Mark Fulks
4410 MacCorkle Avenue, Apt. 701
Charleston, WV 25304

Attachment M

RESIDENT COUNCILS AND RESIDENT MANAGEMENT CORPORATION

Carroll Terrace Resident Council	Evelyn Adkins, Pres.
Hillcrest Village	Pam Blackmon, Contact
Jarrett Terrace Resident Council	Fanny Liversedge, Pres.
Lee Terrace Resident Council	Sally Young, Contact
Lippert Terrace Resident Council	Olaf Funfstuck, Pres.
Littlepage Terrace Resident Council	Clarence Burdette, Contact
Oakhurst Village	Kara (Jill) Landers, Pres.
Orchard Manor Resident Mgmt. Corp.	Vernadine Crothers, Pres.
South Park Village	Ruby Harris, Interim Pres.
Washington Manor	Ida Morris, Pres.

Attachment N

FOLLOW UP PLAN 2003/2004 to REAC SURVEY
(NOTE: Charleston Housing was advised on 05/27/03 of results of REAC's 2003 Survey via computer REAC website)

577 Surveys Sent – 129 Surveys Returned– 25% Response Rate

<u>Survey Sections</u>:

1) Maintenance and Repair Score 93% National Avg. 91%
(note: last year's score was 88% - this year increased by 5%)

HUD does not require a Follow Up Plan for this Section.

2) Communication Score 72% National Avg. 78%
(note: last year's score was 67% - this year increased by 5%)

HUD requires a Follow Up Plan for this Section (under 75%).

Recommended Follow Up Plan:

a) **Provide as much notice as possible about maintenance and repair activities (for example: preventative maintenance work; major repairs, CGP activities, etc.)**
b) **Review lease provisions with residents at move-ins and at recertifications; also, consider having annual or semi-annual resident meetings at each development to review (as a refresher course) the provisions of the lease.**
c) **Provide as much information as possible to the residents about upcoming events and meetings.**
d) **Be responsive to residents' questions and concerns.**
e) **Be courteous and professional when dealing with the residents and with everyone in general.**
f) **Be supportive of resident council organizations; attend resident council meetings when invited; and, assist with and negotiate MOUs with resident councils. (NOTE: Charleston Housing recently contracted with an independent 3rd party to review Resident Council organizations and to make recommendations for stronger organizations and for improved relations.)**

3) Safety **Score 77% National Avg. 84%**

(note: last year's score was 69% - this year increased by 8%)

HUD does not require a Follow Up Plan for this Section.

4) Services **Score 90% National Avg. 94%**

(note: last year's score was 91% - this year decreased by 1%)

HUD does not require a Follow Up Plan for this Section.

5) Neighborhood Appearance **Score 71% National Avg. 80%**

(note: last year's score was 68% - this year increased by 3%)

HUD requires a Follow Up Plan for this Section (under 75%).

(Note: The developments that reflected a lower score in this regard included Orchard Manor, Little Page Terrace, Washington Manor, and South Park Village; the high-rise developments were reflective of scores at or above the national average.)

Recommended Follow Up Plan:

a) **Continue to pick up litter/trash/debris at common areas.**
b) **Encourage residents and guests to refrain from littering.**
c) **Speed up the process for removing abandoned vehicles.**
d) **Continue to "turn" vacancies around as soon as possible.**
e) **Provide additional upkeep of playgrounds and outdoor facilities.**
f) **Continue with CGP upgrades.**

NOTE: The recommended follow-up plan is in keeping with the questions outlined in the survey.